



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

"Parks Make Life Better!"

Russ Guiney, Director

John Wicker, Chief Deputy Director

Executive Offices • 433 South Vermont Avenue • Los Angeles, CA 90020-1975 • (213) 738-2961

September 09, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 September 9, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**APPROVAL OF A LANDSCAPE MAINTENANCE SERVICES CONTRACT WITH
CONEJO CREST LANDSCAPE, INC. FOR
STEVENSON RANCH AREA ZONES, GROUP 2,
PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972
(SUPERVISORIAL DISTRICT 5) (3 VOTES)**

SUBJECT

Approval of the recommended actions will allow the Department of Parks and Recreation to award a Landscape Maintenance Services Contract to Conejo Crest Landscape, Inc., for the following Landscaping and Lighting Districts Zones: Stevenson Ranch, Area-Wide (Zone 1), Stevenson Ranch (Zone 25), and Valencia Marketplace (Zone 66), collectively known as the Stevenson Ranch Area Zones, Group 2.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the approval of the Landscape Maintenance Services Contract with Conejo Crest Landscape, Inc., categorically exempt from the California Environmental Quality Act for the reasons stated herein and the reasons reflected in the record of the Contract.
2. Find that the recommended Landscape Maintenance Services Contract can be more economically performed by an independent contractor than by County of Los Angeles employees for Stevenson Ranch Area Zones, Group 2.
3. Approve and instruct the Chairman to sign a Landscape Maintenance Services Contract with Conejo Crest Landscape, Inc., for the Landscape and Lighting District Zones 1, 25, and 66, collectively known as the Stevenson Ranch Area Zones, Group 2, with an annual base contract cost of \$826,752, for a term of five years with three one-year renewal options, for a maximum potential

term of eight years and an anticipated total maximum contract cost of \$6,614,016, effective October 1, 2014. In addition, authorize the Director of the Department of Parks and Recreation, or his designee, to annually expend up to \$12,000 for Stevenson Ranch, Area-Wide (Zone 1), \$270,000 for Stevenson Ranch (Zone 25), and \$10,000 for Valencia Marketplace (Zone 66), as a contingency amount for unforeseen services/emergencies and/or additional work within the scope of the contract, which could increase the total annual contract amount to a maximum of \$1,118,752 per year and a maximum contract amount of \$8,950,016. These amounts do not include the Cost of Living Adjustments, if any, to be exercised by the Director of the Department of Parks and Recreation.

4. Authorize the Director of the Department of Parks and Recreation, or his designee, to exercise the three contract renewal options annually if, in the opinion of the Director, the Contractor has successfully performed the previous contract periods, and the services are still required and are cost effective. Such renewals may include a Cost of Living Adjustment, per option year, subject to approval by the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Los Angeles County Department of Parks and Recreation (Department) administers, through its Landscape Maintenance Districts (Districts), 30 separate landscape and ground maintenance zones covering approximately 925 acres of natural and irrigated landscaped areas that are funded 100 percent from benefit assessments, resulting in zero Net County Cost, on approximately 35,100 parcels pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.).

The private sector has been providing landscape maintenance services for the Stevenson Ranch Area Zones, Group 2. This is part of the continuing effort on behalf of the Department to provide the best possible service to the public in a cost-effective manner.

The Department's cost analysis shows that services can be performed more economically by an independent contractor (Attachments I, II, III). The proposed Landscape Maintenance Services Contract (Contract) will enable the Department to continue to provide landscape maintenance services at the present service level, which will ensure the continued enjoyment of the Stevenson Ranch Area Zones, Group 2, for residents of the County of Los Angeles (County) upon expiration of the current term extensions and result in continued savings to the County.

The recommended action will facilitate a seamless transition during the transfer of the Special Districts Division from the Department to DPW, and avoid a break in services to the aforementioned Zones. This is part of the ongoing effort on behalf of the Department to provide the best possible service to the public in a continued cost-effective manner.

Implementation of Strategic Plan Goals

The recommended Contract will further the County's Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1) by maximizing the effectiveness of landscape maintenance services, structure, and operations to support timely delivery of customer-oriented and efficient public services; and by strengthening and enhancing the County's capacity to sustain essential County services through proactive and prudent fiscal policies and stewardship.

FISCAL IMPACT/FINANCING

In accordance with County policy, the Contract contains a Cost of Living Adjustment (COLA) provision, based on an annual rate, as determined by the Chief Executive Office (CEO), whereby the Director, at his sole discretion, may increase the Contractor's compensation during the option years. The COLA rate is capped at the lesser of the most recently published percentage change in the Bureau of Labor Statistics, Los Angeles-Riverside-Orange County, Consumer Price Index for Urban Consumers for the 12-month period preceding the Contract anniversary date; or the general salary movement percentage for County employees for the 12-month period preceding the prior July 1st.

The decision to include the COLA is based on the Department's experience that the Contractor may incur an increase in costs, such as insurance premiums, fuel, etc., during the option years, which could impact the Contractor's performance. As a result, this provision allows the Director to review cost information during the option years to determine if the COLA is justified, subject to approval by the CEO. The Department will comply with the newly -adopted Board policy to exclude the cost of labor from the base upon which a COLA is calculated, unless the Contractor can show that their labor cost will actually increase.

The Proposition A cost analysis indicates that the recommended Contract for landscape maintenance services can be performed more economically by the private sector (Attachments I, II, III). The total County cost to provide landscape maintenance services at Stevenson Ranch Area Zones, Group 2, by County staff would be \$2,068,546 annually. The recommended Contractor's direct cost to perform similar services is \$1,118,572 annually. This reflects an annual savings of \$949,794.

The following are the recommended potential maximum Contract costs for the Stevenson Ranch Area Zones, Group 2:

- Initial Term of five years: \$4,133,760.
- Initial Term of five years, plus the three option years: \$6,614,016.
- Initial Term of five years, plus the three option years, plus the annual contingency: \$8,950,016.

To manage unforeseen services and emergency needs affecting the landscape maintenance areas, the Department is recommending that the Board authorize the Director to approve additional services on an as-needed basis within the scope of work through the renewal option periods.

Although the base contract amount includes regularly-scheduled maintenance activities, the unforeseen service and emergency needs provide for maintenance activities that are not anticipated or do not occur on a regular basis. These services may include repairs and replacement of landscaping that may be requested by homeowners and homeowner associations, or damage caused by severe weather, such as flooding or brush fires; repairs to or replacement of infrastructures, such as irrigation systems due to vandalism; emergency services to minimize erosion, mitigate slope failures, or maintain public safety; and the replacement or the repair of the infrastructure in order to adequately maintain zone improvements. An individual breakdown of cost is included in Attachment I.

The Department will not request that the Contractor perform services that will exceed the approved maximum Contract amount, which may include the contingency fee or COLA increase, without the prior approval of the Board.

The recommended actions will increase the base contract cost for the Stevenson Ranch Area Zones, Group 2, from an annual amount of \$658,797 to \$826,752 (an increase of \$167,955). However, this will not have an impact on the County's General Fund as the services are funded through special benefit assessments on properties in Stevenson Ranch Area Zones, Group 2. Sufficient

appropriation is budgeted in each Zone's Fiscal Year 2014-2015 Budgets to fund the costs of the recommended contract and any unforeseen service/emergency needs.

OPERATING BUDGET IMPACT

There is no impact to the Department's Operating Budget as the recommended actions will result in no net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Proposition A cost analysis indicates that the recommended contracted landscape maintenance services can be performed more economically by the private sector. (Attachments I, II and III).

The Contractor has agreed to comply with the County's Living Wage Program and Proposition A requirements. The Contract complies with all of the requirements of the Los Angeles County Code, Section 2.201 and Chapter 2.121.

In compliance with the provisions of Los Angeles County Code Sections 2.121.250 through 2.121.420, the Department solicited proposals from private contractors for Stevenson Ranch Area Zones, Group 2.

The mandatory requirements for contracting as identified in Section 2.121.380 of the Los Angeles County Code have been met.

The Auditor-Controller has reviewed the cost comparison and concurs that the contract is cost effective.

The award of this Contract will not result in unauthorized disclosure of confidential information, and will be in full compliance with Federal, State, and County regulations. This Contract contains terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

The California State Department of Industrial Relations, Division of Labor Standards Enforcement, has returned its report indicating no negative information on the Contractor.

The County maintains databases that track/monitor contractors' performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option. No negative information was found for this Contractor.

The Contractor has executed the attached contract and will provide the required insurance policies

prior to the start of the contract, naming the County and the Department as additional insureds.

County Counsel has approved the contract as to form.

ENVIRONMENTAL DOCUMENTATION

The proposed approval of the Contract with Conejo Crest Landscape, Inc. is categorically exempt from the California Environmental Quality Act (CEQA) according to Section 15301 (d)(h) of the State CEQA Guidelines and Class 1(c)(j) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, because the proposed Contract provides for the restoration and repair of deteriorated structures and facilities and maintenance of landscaping at existing facilities involving negligible or no expansion of use.

CONTRACTING PROCESS

On February 2, 2014, the Department commenced the solicitation for landscape maintenance services by posting a notice for Request for Proposals (RFP) on the County "Doing Business with Us" website, which included a link to download the solicitation package and bilingual instructions on how to contact the Department regarding this RFP. Attachment IV is a listing of Contractors registered for landscape maintenance services on the Internal Services Department's website and who received notification of this project. Prospective Contractors were additionally solicited by placing legal ads in newspapers of general circulation. The ads were placed in the Antelope Valley Press on February 18, 2014, and through The Signal Newspaper on February 18, 2014.

On March 6, 2014, six companies attended the Mandatory Proposers Conference at the Castaic Sports Complex and the Site Visits for all zones. On March 20, 2014, the Department received three proposals for the Stevenson Ranch Area Zones, Group 2. The proposals were reviewed to ensure compliance with mandatory minimum requirements outlined in the RFP. All proposals for Stevenson Ranch Area Zones, Group 2, met the minimum mandatory requirements and were evaluated by an Evaluation Committee.

The Evaluation Committee consisted of three Department employees. The Evaluation Committee reviewed each proposal for business experience and qualifications, staffing, compliance with the Living Wage Program requirements, quality control plan, and the ability to accomplish the required landscape maintenance services. Based on the evaluation of the proposals, it is recommended that the contract for these services be awarded to the highest-rated, most responsive, and responsible proposer.

It is recommended that the contract for these services be awarded to Conejo Crest Landscape, Inc. The current contract for the Stevenson Ranch Area Zones, Group 2, is with Oakridge Landscape, Inc. The current contract will expire on September 30, 2014.

Attachment V reflects the Contractor's minority participation. It should be noted that upon final analysis and award, the Contractor was selected without regard to gender, race, creed, or color.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not infringe on the role of the County in its relationship to its residents, and the County's ability to respond to emergencies will not be impaired. In addition, the County has

determined that it has alternative resources available in the event of a default. The contract will not result in the displacement of any County personnel, as these services are currently being performed by the private sector. Therefore, there will be no negative impact to existing staff or service levels. In addition, there will be no impact or break in service during the anticipated transfer of the oversight and administration of the contract from the Department to the Department of Public Works.

CONCLUSION

It is requested that two adopted copies of the action taken by the Board and two fully executed copies of the attached Contract be forwarded to the Department of Parks and Recreation. Should you have any questions please contact Maria R. Trujillo at (626) 821-4610 or mrtrujillo@parks.lacounty.gov, Kandy Hays at (626) 821-4600 or khays@parks.lacounty.gov, Kasey Dizon at (213) 738-2986 or kdizon@parks.lacounty.gov, or Kaye Michelson at (213) 738-2955 or kmichelson@parks.lacounty.gov.

Respectfully submitted,



RUSS GUINEY

Director

RG:JW:RM

KEH:SS:mrt

Enclosures

c: Chief Executive Office
Acting County Counsel
Executive Office, Board of Supervisors

**County's Estimated Avoidable Costs Compared to Conejo Crest
for Stevenson Ranch Zones 1, 25, and 66 Landscape and Ground Maintenance Services**

COUNTY COSTDIRECT

Salaries

Position	Monthly Base Salary	w/ Emp. Benefits	Salaries & Employee Benefits ⁽¹⁾	No. of Positions ⁽²⁾	No. of Months	Total ⁽³⁾
Grounds Maintenance Supervisor	4,377.93	6,877.73	6,473.46	1.18	4	\$30,555
	4,465.49	7,015.28	6,602.93		8	\$62,332
Grounds Maintenance Worker II	3,547.56	5,573.22	5,245.63	3.54	4	\$74,278
	3,618.51	5,684.68	5,350.54		8	\$151,527
Grounds Maintenance Worker I	3,172.29	4,983.67	4,690.73	11.44	4	\$214,648
	3,235.74	5,083.35	4,784.55		8	\$437,882
Irrigation Lawn Sprinkler Fitter	4,835.82	7,597.07	7,150.52	2.36	6	\$101,251
	4,932.53	7,749.00	7,293.53		6	\$103,276
Ag. Chem. Sprayer	4,726.22	7,424.89	6,988.46	1.18	6	\$49,478
	4,820.75	7,573.40	7,128.24		6	\$50,468
Light Tractor Operator	3,836.04	6,026.42	5,672.19	0.50	4	\$11,344
	3,912.76	6,146.95	5,785.63		8	\$23,143
Certified Tree Trimmer	4,127.29	6,483.97	6,102.85	2.95	4	\$72,014
	4,209.83	6,613.64	6,224.90		8	\$146,908
Plumber (Certified Backflow Technician)	6,472.65	10,168.53	9,570.84	0.95	6	\$54,554
	6,602.11	10,371.91	9,762.26		6	\$55,645
				24.10		\$1,639,302.97

1. 5th Step Variance @ 94.1221%

2. Positions reflect annual productive hours @ 1760

3. 2% COLAs included per MOUs in Oct 2014, Feb 2015, and Apr 2015.

Vehicle Usage/Fixed Assets ⁽⁴⁾			No. of Units	No. of Miles/Hrs	Cost Per Mile/Hour	Total
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Vehicle/Equipment Usage

1 Ton Dual Crew Cab Truck (30 miles/week)	0.50	1,560	0.6891	\$537
3/4 Ton Crew Cab Pickup Truck	3.00	1,560	0.6433	\$3,011
1/2 Ton Pickup Truck	6.00	1,560	0.5029	\$4,707
				\$8,255

Fixed Assets (Annualized 8 years)

1 Ton Dual Crew Cab Pick-up Truck	0.50			\$3,172
3/4 Ton Crew. Cab Truck	3.00			\$18,641
1/2 Ton Pickup Truck	6.00			\$18,769
Toro Groundmaster 5900 Diesel Mower	0.50			\$5,503
Landscape Equipment Trailer	0.50			\$375
				\$46,460

Services & Supplies

Equipment Supplies	\$956
Grounds Maintenance Supplies	\$72,153
Mowing Supplies	\$9,418
	\$82,528

Total Services and Supplies/Equipment **\$137,243**

Unforeseen, As-Needed Service Costs ⁽⁵⁾ **\$ 292,000**

TOTAL ESTIMATED COUNTY AVOIDABLE COSTS ⁽⁶⁾ \$ 2,068,546.11

4. Equipment costs include the use of a 1 ton Dualley Pick Up with extended cab at a rate of \$0.6891 per mile.

5. The County's avoidable costs will vary based on the actual as-needed work that the Contractor will perform.

6. County's cost to provide the level of service proposed in the RFP

CONTRACTING COSTSCONEJO CREST

Employee Salaries & Benefits	\$ 562,753.76
Services & Supplies and Equipment	\$ 61,998.96
Overhead	\$ 126,840.00
Profit	\$ 75,159.28
TOTAL CONTRACTOR'S COST ⁽⁷⁾	\$ 826,752.00

COUNTY INDIRECT COST ⁽⁸⁾

Unavoidable Overhead Contract Admin	\$0 x 15% =
Unavoidable Overhead Agency Admin.	\$0 x 15% =

TOTAL COUNTY INDIRECT COST \$0

ADDITIONAL AS-NEEDED, UNFORESEEN SERVICES ⁽⁹⁾

TOTAL ADDITIONAL AS-NEEDED, UNFORESEEN SERVICES \$ 292,000.00

TOTAL CONTRACTING COST (direct cost+indirect cost+additional unforeseen cost) \$ 1,118,752.00

ESTIMATED SAVINGS FROM CONTRACTING (TOTAL ESTIMATED COUNTY AVOIDABLE COSTS LESS TOTAL CONTRACTING COSTS) \$949,794

7. Contractor's bid on the RFP.

8. Indirect cost includes monitoring by County field staff.

9. The County's analysis indicates that the County's avoidable costs are expected to be at least as much as the cost of contracting.

Conejo Crest Proposed Costs by Category
for Landscape Maintenance of Stevenson Ranch Area Zones

Employee Salaries and Benefits

<u>Position</u>	<u>Full-Time Equivalent</u>	<u>Annual Hours</u>	<u>Hourly Rate</u>	<u>TOTAL</u>
Supervisor	0.40	826	\$19.00	\$15,686.40
Foreman	1.00	2,080	\$16.00	\$33,279.36
Irrigation Technician I	1.00	2,080	\$13.00	\$27,039.48
Irrigation Technician II	1.00	2,080	\$13.00	\$27,039.48
Lead Gardener	1.00	2,080	\$12.00	\$24,959.52
Gardeners (14)	14.00	29,119	\$9.64	\$280,711.40
Tree Trimmers (5)	2.50	5,200	\$14.00	\$72,798.60
Pest Control Technician	0.40	826	\$13.00	\$10,732.80
Total	21.29	44,290.38		\$492,247.04
Employee Benefits				<u>\$70,506.72</u>
Total Employee Salaries and Benefits				\$562,753.76

Services, Supplies, and Equipment

Equipment: Miscellaneous Hand tools, Ladders, Hoses

	\$21,180.00
Supplies (Trash bags, Round-up, Fertilizer, Disinfectant)	\$39,378.96
Services: (Trash pick up, Weed abatement, Pruning)	<u>\$1,440.00</u>

Total Services, Supplies and Equipment **\$61,998.96**

Overhead

Insurance, (General Liability, Worker's Comp, Auto, Umbrella)	\$51,144.48
Employee Taxes (Social Security, Medicare, State Disability)	<u>\$58,823.52</u>
Total Insurance/Employee Taxes	\$109,968.00

Administrative: (Accounting, Bookkeeping, Management, Office Equipment, Utilities, Telephone)	<u>\$16,872.00</u>
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Total Overhead **\$126,840.00**

<u>Profit</u>	<u>\$75,159.28</u>
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Total Profit **\$75,159.28**

TOTAL CONTRACTOR'S COSTS **\$826,752.00**

**Schedule of Difference Between County and Conejo Crest Costs
by Category for Landscape Maintenance Services of Stevenson Ranch Area Zones**

Costs by Category	County	Contractor	Difference	Remarks
Staffing				
Grounds Maintenance Sup.	1.18	0.40	0.78	{A}
Grounds Maint. Worker II	3.54		3.54	
Grounds Maint. Worker I	11.44		11.44	
Irrigation&Lawn Sprinkler Fitter	2.36	2.00	0.36	
Agriculture Chemical Sprayer	1.18	0.40	0.78	
Light Tractor Operator	0.50		0.50	
Tree Trimmers	2.95	2.50	0.45	
Plumber (Cert Backflow Tech)	0.95		0.95	
Foreman		1.00	(1.00)	
Lead Gardener		1.00	(1.00)	
Gardeners		14.00	(14.00)	
TOTAL	24.10	21.30	2.80	
Salary Costs (County Salaries include 5th Step Variance of 94.1221%)	\$1,639,302.97	\$492,247.04	\$1,147,055.93	{B}
Employee Benefits Included with Salary Costs	\$0.00	\$70,506.72	(\$70,506.72)	{C}
Equipment, Services & Supplies	\$137,243.00	\$61,998.96	\$75,244.04	{D}
Taxes & Insurance	\$0.00	\$109,968.00	(\$109,968.00)	
Indirect Costs	\$0.00	\$16,872.00	(\$16,872.00)	{E}
TOTAL Costs (Less Profit)	\$1,776,545.97	\$751,592.72	\$1,024,953.25	
Contractor Profit	\$0.00	\$75,159.28	(\$75,159.28)	
TOTAL Costs	\$1,776,545.97	\$826,752.00	\$949,793.97	
Unforeseen, As-Needed Services Costs	\$292,000.00	\$292,000.00	\$0.00	{F}
TOTAL County vs. Contracting Costs	\$2,068,545.97	\$1,118,752.00	\$949,793.97	

{A} The contractor has indicated that they can perform the services with more full-time equivalent staff. The number of County positions is based on the total number of hours divided by the annual County productive hours of 1,760.

{B} The County's and contractor's salary costs are based on full-time staff as well as a percentage of staff's time. In addition, the contractor's employees are paid more than \$5 less per hour than the County items. The contractor's salary costs are approximately 59.54% of the contract costs.

{C} Contractor will be providing health benefits to those hourly employees identified above as Gardeners providing services under this contract. Therefore, as required by the Living Wage Ordinance, contractor will pay the Gardeners (hourly employees) providing services under this contract no less than \$9.64 per hour with \$2.20 per hour for Health Benefits; additional employees identified above will be making not less than \$12 per hour.

{D} As indicated on Attachment II, the total costs for services, supplies, and equipment are approximately 7.5% of the contract costs.

{E} Contractor's indirect costs (overhead) are approximately 23.09% of the contract costs and are associated with the cost of insurance premiums, employee taxes, management, telephone, utilities, office equipment and bookkeeping. For this contract, County's indirect costs are unavoidable and are associated with contract administration and monitoring.

{F} Unforeseen, as-needed services costs are avoidable County costs and a cost of cost of contracting. The County's avoidable cost will vary based on the actual as-needed work that the Contractor will perform. The County's analysis indicates that the County's avoidable costs are expected to be at least as much as the cost of contracting.

LIST OF VENDORS

Sub-Class #	Description
988-36	GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC.

Vendor ID	Company Name	Phone
16508901	A1 SERVICE SOLUTIONS INC CUSTOM AGRONOMIC SOLUTIONS, 2787 DEL MONTE ST., WEST SACRAMENTO, CA, 95691	(916) 277-8090
13576201	ABRAHAM CASTELLON 732 NORTH ELSPETH WAY, COVINA, CA, 91722-3244	(626) 488-8077
52640201	AC HORTICULTURE MANAGEMENT P.O. BOX 33311, GRANADA HILLS, CA, 91394	(818) 895-5559
11464601	ACCENT LANDSCAPE, INC. 15808 S BROADWAY, GARDENA, CA, 90248	(310) 324-1706
15503901	ACCESS PACIFIC, INC. 28 N. MARENGO AVENUE, PASADENA, CA, 91101	(626) 792-0616
13353401	ALD LANDSCAPE & MAINTENANCE 1350 W. 228TH ST. #6, TORRANCE, CA, 90501	(310) 834-5768
14518501	ALPHA SCAPES, INC. ALPHA LANDSCAPE, 42529 8TH STREET EAST, LANCASTER, CA, 93535-5237	(661) 940-1670
14634701	AMERICAN CAPITAL ACQUISITIONS 15937 FREMONT AVE, ADELANTO, CA, 92301	(310) 622-4447
15545101	AMERICAN FAMILY HOUSING PINE HILL LANDSCAPING 7162 KERMORE LANE, STANTON, CA, 90680	(714) 229-0585
50873801	AMERICAN GOLF CORPORATION DIAMOND BAR GOLF COURSE, 22751 GOLDEN SPRINGS DR., DIAMOND BAR, CA, 91765-2218	(909) 861-5757
50873802	AMERICAN GOLF CORPORATION 2951 28TH STREET, SANTA MONICA, CA, 90405	(310) 503-9026
50873803	AMERICAN GOLF CORPORATION 27943 VIA DEL AGUA, LAGUNA NIGUEL, CA, 92677-7354	(916) 715-1494
50873804	AMERICAN GOLF CORPORATION CHESTER WASHINGTON GOLF COURSE, 1930 W 120TH STREET, LOS ANGELES, CA, 90047	(916) 715-1494
50873805	AMERICAN GOLF CORPORATION MAGGIE HATHAWAY GOLF COURSE, 9637 S. WESTERN AVENUE, LOS ANGELES, CA, 90047	N/A
50873806	AMERICAN GOLF CORPORATION KNOLLWOOD COUNTRY CLUB, 12040 BALBOA BLVD., GRANADA HILLS, CA, 91344	(818) 360-2101
50873807	AMERICAN GOLF CORPORATION LA MIRADA GOLF COURSE, 15501 E. ALICANTE ROAD, LA MIRADA, CA, 90638	N/A
50873808	AMERICAN GOLF CORPORATION LAKEWOOD COUNTRY CLUB, 3101 CARSON STREET, LAKEWOOD, CA, 90712	(562) 421-0550
50873809	AMERICAN GOLF CORPORATION LOS VERDES GOLF COURSE, 7000 W. LOS VERDES DRIVE, RANCHO PALOS VERDES, CA, 90275	N/A
50873810	AMERICAN GOLF CORPORATION MOUNTAIN MEADOWS GOLF COURSE, 1875 FAIRPLEX DRIVE, POMONA, CA, 91768	N/A
50873811	AMERICAN GOLF CORPORATION BROOKSIDE GOLF CLUB, 1133 N ROSEMONT AVE, PASADENA, CA, 91103	(626) 577-4497 Ext:226
15358901	AMERICAN HERITAGE LANDSCAPE LP 7013 OWENSMOUTH AVENUE, CANOGA PARK, CA, 91303	(818) 999-2041 Ext:252
15358902	AMERICAN HERITAGE LANDSCAPE LP AMERICAN HERITAGE GROWERS, 7013 OWENSMOUTH AVE, CANOGA PARK, CA, 91303	(818) 999-2041 Ext:254

ATTACHMENT IV

Vendor ID	Company Name	Phone
15017201	AMERICAN LANDSCAPE, INC. 7949 DEERING AVENUE, , CANOGA PARK, CA, 91304	(818) 999-2041
15017202	AMERICAN LANDSCAPE, INC. 7013 OWENSMOUTH AVE, CANOGA PARK, CA, 91303	(818) 999-2041
16001601	AZTEC LANDSCAPING, INC. 7980 LEMON GROVE WAY, LEMON GROVE, CA, 91945	(619) 464-3303 Ext:110
04916501	AZTECA LANDSCAPE 1027 E. ACACIA STREET, ONTARIO, CA, 91761	(909) 673-0889 Ext:101
15542901	BAG SNAGGERS, INC. 101 74TH STREET, SUITE 4, NORTH BERGEN, NJ, 07047-5894	(201) 854-7483
10502201	BECHTEL PROPERTY SERVICES, INC. 20724 PALOMAR ST., WILDOMAR, CA, 92595-9274	(951) 245-2778
05416401	BENNETT ENTERPRISES INC BENNETT LANDSCAPE, 25889 BELLE PORTE AVENUE, HARBOR CITY, CA, 90710	(310) 534-3543 Ext:107
05416402	BENNETT ENTERPRISES INC 25889 BELLE PORTE AVE., HARBOR CITY, CA, 90710-3393	(310) 534-3543
14697301	BIG STAR MAINTENANCE 301 S. NEW AVE., MONTEREY PARK, CA, 91755	(626) 573-8487
14905301	BLACKSTONE CONSULTING, INC. 11726 SAN VICENTE BLVD., SUITE 550, LOS ANGELES, CA, 90049	(310) 826-4389
16477201	BLSD INC BEST LANDSCAPING, 2101 W MONTEREY AVE, BURBANK, CA, 91506	(619) 335-7500
15595801	BMC LANDSCAPE MANAGEMENT INC 13438 HALLDALE AVE, GARDENA, CA, 90249	(323) 770-2440
15145901	BRANDON'S LANDSCAPES INC 24 W MIRA MONTE AVE UNIT C, SIERRA MADRE, CA, 91024	(626) 836-7703
13276101	BRIGADIER CORP. 915 W. FOOTHILL BL. #C-403, CLAREMONT, CA, 91711	(951) 805-3005
51433701	CACHO LANDSCAPE 711 TRUMAN ST, SAN FERNANDO, CA, 91340	(818) 365-0773
50918101	CAL ARBORIST COMPLETE TREE CA RE INC 14068 LAMBERT RD, WHITTIER, CA, 90605	(562) 698-3280
51988101	CALIFORNIA CONSERVATION CORPS 11401 BLOOMFIELD AVE., BOX 9, NORWALK, CA, 90650-2015	(213) 744-2254
51988103	CALIFORNIA CONSERVATION CORPS 1719 24TH ST., SACRAMENTO, CA, 95816-7114	(916) 341-3122
05314001	CAM SERVICES 5664 SELMARINE DR., CULVER CITY, CA, 90230-6120	(310) 390-3552 Ext:31
15026601	CAMPESINOLANDSCAPEINC. 13023 THICKET PL, CORONA, CA, 92883	(951) 674-6600
16039501	CASA VERDE LANDSCAPE MAINTENANCE CORPORATION 7090 ARCHIBALD AVE., ALTA LOMA, CA, 91701	(909) 483-2494
16124701	CASTANEDA'S TREE TRIMMING 8955 GREENWOD AVE, SAN GABRIEL, CA, 91775	(626) 831-1258
15717401	CBJ BUILDING MAINTENANCE P.O. BOX 1778, DANVILLE, CA, 94526	(510) 755-4279
15277901	CHARLES T ANDREWS CTAI PACIFIC GREENSCAPE, 23520 KETTLE RD, MURRIETA, CA, 92562-4707	(951) 453-3519
14843001	CONEJO CREST LANDSCAPE 16435 HART ST., VAN NUYS, CA, 91406	(818) 988-9696
16532201	CONTRACTORS ALLIANCE, INC. 5942 EDINGER AVE, STE 113-239, HUNTINGTON BEACH, CA, 92649	(567) 215-0901
11166301	CREATIVE CONCEPTS LANDSCAPE 4118 LA CRESCENTA AVE., LA CRESCENTA, CA, 91214-3809	(818) 248-7436

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Vendor ID	Company Name	Phone
50649201	CUT N EDGE INC. PO BOX 4457, VALLEY VILLAGE, CA, 91617-0457	(818) 769-8948
14196001	DAN WISHARD 14971 FOOTHILL BLVD., SYLMAR, CA, 91342	(818) 833-1231
16086301	DANA HASSON 13124 MAGNOLIA AVE, CHINO, CA, 91710	(714) 240-8175
14020801	DANIEL B BROWN 5116 W. AVE. L-8, LANCASTER, CA, 93534	(661) 943-4654
10296101	DANIEL DELGADILLO PO BOX 787, POMONA, CA, 91769-0787	(909) 464-8024
14822501	DIVERSIFIED LANDSCAPE 33801 WASHINGTON STREET, WINCHESTER, CA, 92596	(951) 926-7444
05109901	DIVERSIFIED MAINTENANCE 417 E. HUNTINGTON DRIVE, MONROVIA, CA, 91016	(626) 305-8500
14195401	DOUGLAS L RICHAN 23870 PINE STREET, NEWHALL, CA, 91321	(661) 255-3119
14694501	ECOLOGICAL LLC 7223 #B CANOGA AVE, CANOGA PARK, CA, 91303	(818) 645-8100
13708001	EDGAR N ROBLEDO P.O. BOX 1862, GLENDORA, CA, 91740	(626) 483-7312
14698501	ELITE LANDSCAPING, INC. 2972 LARKIN AVE, CLOVIS, CA, 93612	(559) 292-7760 Ext:13
04894901	ENVIRONMENTAL MAINTENANCE CO 10950 SOUTH CENTRAL AVENUE, LOS ANGELES, CA, 90059	(323) 563-5642
15689501	EQUERY INC ECCONO TREE CARE, 15332 ANTIOCH ST. #115, PACIFIC PALISADES, CA, 90272	(310) 980-1956
13123601	ERIC W PIVOVAROFF 16202 ALPINE PLACE, LA MIRADA, CA, 90638	(562) 882-3743
14647801	ERIC WHIPP 144 W. ALLEN AVE, SAN DIMAS, CA, 91773	(909) 773-8676
16347601	FAIRWAY LANDSCAPE & IRRIGATION INC. 4223 ALAMO STREET, RIVERSIDE, CA, 92501	(951) 778-4142
05188101	FAR-EAST LANDSCAPE & MAINTENANCE INC 27118 COLEBROOK PL, VALENCIA, CA, 91354	(661) 297-0918
05188102	FAR-EAST LANDSCAPE & MAINTENANCE INC 146 RAILROAD AVE., MONROVIA, CA, 91016-4642	(805) 297-0918
05188103	FAR-EAST LANDSCAPE & MAINTENANCE INC PO BOX 950351, MISSION HILLS, CA, 91395-0351	(800) 887-3227
05411101	FELIX MIRAMONTEZ 24885 SAN FERNANDO RD., UNIT. B, , NEWHALL, CA, 91321-1513	(661) 255-9227
16502301	FRANK MANQUEROS PO BOX 3598, , BIG BEAR LAKE, CA, 92315-3598	(909) 584-8645
11642301	FRANK MATTISON 43759 15TH ST. W., STE. 217, LANCASTER, CA, 93534-4754	(661) 940-6069
11632001	FYR LANDSCAPING, INC. DBA 612 SOUTH MYRTLE AVENUE. SUITE 100, MONROVIA, CA, 91016	(818) 679-7742
15876101	GARY RIPLING 24071 REGENTS PARK CIRCLE, VALENCIA, CA, 91355	(661) 808-4006
02700201	GENERAL SECURITY SERVICE INC 14009 CRENSHAW BLVD., # D, HAWTHORNE, CA, 90250-7816	(323) 772-7377
16605801	GEORGE I HAVAI 7013 OWENSMOUTH AVE, CANOGA PARK, CA, 91303	(818) 999-2045 Ext:215
13909001	GHARMONY, INC. PO BOX 3333, SAN DIMAS, CA, 91773	(626) 633-6620

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Vendor ID	Company Name	Phone
15679301	GOLDEN WEST ARBOR SERVICES INC. 1568 E. GRAND AVENUE, POMONA, CA, 91766	(909) 623-8226
13082901	GOMEZ LANDSCAPE DESIGN 23932 CLARINGTON DR., WEST HILLS, CA, 91304	(818) 535-4654
10489601	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD, LOS ANGELES, CA, 90031-1730	(818) 782-2520 Ext:200
10489602	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 14565 LANARK ST., PANORAMA CITY, CA, 91402-4903	(323) 997-3086
10489603	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 N SAN FERNANDO RD, LOS ANGELES, CA, 91307	(626) 222-6879
10489604	GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA 342 SAN FERNANDO RD, WCD DEPARTMENT, LOS ANGELES, CA, 90031-1730	(323) 223-1211 Ext:2165
51387001	GRANDVIEW TREE SURGERY CO 819 S. MAGNOLIA AVE., STE. D, MONROVIA, CA, 91016-6831	(626) 358-7875
14328901	GREEN LEAF GTH 5632 VAN NUYS BLVD SUITE 485, VAN NUYS, CA, 91401	(818) 788-1235
15386001	GREENTECH LANDSCAPE INC 13560 E TELEGRAPH RD, WHITTIER, CA, 90605	(562) 360-4000
51754901	GROUNDWORKS LANDSCAPE INC 111 EAST 220TH ST, CARSON, CA, 90745	(310) 518-6267
50909601	GUS MARQUEZ 13128 TELEGRAPH RD., STE. G1, SANTA FE SPRINGS, CA, 90670-6638	(562) 777-1962
15091901	HARMIN SERVICES NO 1 INC HART EMPLOYMENT SERVICES, 220 SO KENWOOD ST STE 320, GLENDALE, CA, 91205	(626) 405-0778
14632101	HB DIAMOND SERVICES, INC. 29773 GIFHORN ROAD, MENIFEE, CA, 92584-8615	(888) 208-3220
15042301	HUNT IRRIGATION INC 2600 WEST L STREET, LINCOLN, NE, 68522	(402) 438-8151
14475201	IGI'S LANDSCAPE SERVICES 313 S ANDRES PLACE, SANTA ANA, CA, 92704	(714) 418-1667
11617401	ISS GROUNDS CONTROL INC 23236 LYONS AVE STE. 209, NEWHALL, CA, 91321	(661) 259-9067
10125201	J. OROZCO ENTERPRISES, INC. OROZCO LANDSCAPE AND TREE COMPANY, 1419 EAST END AVENUE, POMONA, CA, 91766	(909) 623-8287
10125202	J. OROZCO ENTERPRISES, INC. 11194 PIPELINE AVE., POMONA, CA, 91766-4056	(909) 623-8287
16687701	JAIME SANCHEZ 17112 LANARK ST, LAKE BALBOA, CA, 91406	(818) 610-9999
15391201	JIMMIE'S TREE SERVICE 6773 OLIVE AVE, LONG BEACH, CA, 90805	(562) 423-6202
15365901	JMJ INTNL. GREENFIELDLANDSCAPING & MAINT 3129 S. HACIENDA BLVD. SUITE # 384, HACIENDA HEIGHTS, CA, 91745	(626) 926-2221
15110901	JN LANDSCAPING & MAINTENANCE 12335 SANTA MONICA BLVD STE 301, LOS ANGELES, CA, 90025	(310) 577-9378
50886701	JOHN GARDNER 10552 CHESTNUT AVE., STANTON, CA, 90680-2441	(714) 527-6830
11373501	JOHNSON CONTROLS INC 7315 N. ATLANTIC AVE., CAPE CANAVERAL, FL, 32920-3721	(321) 784-7708
12928301	JOSE TORIBIO 1638 SUNFLOWER AVE, GLENDORA, CA, 91740	(626) 230-4532
13976401	JOSUA D POWERS 6026 VIA MONTANEZ, CAMARILLO, CA, 93012	(805) 205-4509

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12918801	JUAN MUNOZ JM LANDSCAPING, P.O. BOX 2073, BURBANK, CA, 91507	(818) 621-2839
15915701	KAREN BRAGG 4830 SOUTH CRENSHAW BLVD, LOS ANGELES, CA, 90043	(323) 299-3710
15249401	KARRY R WENDEL CLEAN CUT LANDSCAPE, 8406 N. ARMSTRONG, CLOVIS, CA, 93619	(559) 322-2041
11207201	KATRINA MOSS PO BOX 5795, BEVERLY HILLS, CA, 90209-5795	(310) 712-2684
13992901	KEITH B YORK 8255 JOHNSON LANE, GRANITE BAY, CA, 95746	(916) 797-4020
50551601	L. BARRIOS & ASSOCIATES, INC. 302 E. FOOTHILL BLVD., STE. 101, SAN DIMAS, CA, 91773-1259	(909) 592-5893
15678001	LA LOMA DEVELOPMENT COMPANY 556 S. FAIR OAKS AVE, SUITE 101 #323, PASADENA, CA, 91105	(626) 421-6185
15678002	LA LOMA DEVELOPMENT COMPANY 1355 LINCOLN AVENUE, PASADENA, CA, 91103	(626) 421-6185
13104101	LAND CREATIONS 15267 COBALT ST, SYLMAR, CA, 91342	(818) 833-7172
15112401	LAND MECHANICS, INC. PO BOX 17521, ANAHEIM, CA, 92817-7521	(714) 516-9555
13081901	LANDSCAPE ASSOCIATES INC 16251 N. FILBERT STREET, SYLMAR, CA, 91342	(818) 891-0398
14380701	LANDSCAPE CONSERVATION SOLUTIONS INC, PO BOX 12700, WESTMINISTER, CA, 92685	(949) 292-5668
13926201	LEANNE DAVID 2821 E. WHITE STAR AVE., UNIT A, ANAHEIM, CA, 92806	(714) 271-8314
10955601	LIMCO 412 DE LA VINA ST., SANTA BARBARA, CA, 93101-3418	(805) 884-4648
14533701	LNL CORPORATION 2183 FAIRVIEW ROAD STE 216, COSTA MESA, CA, 92627	(949) 646-7441 Ext:101
16225801	LOS ANGELES INFRASTRUCTURE ACADEMY 700 N. ALAMEDA ST. FL 4 #570, LOS ANGELES, CA, 90012	(213) 687-0781 Ext:1
15381701	LOS GATOS INC. 3026 HALLADAY ST, SANTA ANA, CA, 92705	(714) 546-0681
16613301	LUPE PEREZ GREEN SPLENDOR LANDSCAPING, INC., 1963 SANTA ROSA AVE., PASADENA, CA, 91104	(626) 710-2227
13131001	MANUEL G GONZALEZ 1436 ORCHARD ST. #A, SANTA PAULA, CA, 93060	(805) 797-2525
15758201	MARCELLO R MOSCOZO 19685 E GOLDEN BOUGH DR., COVINA, CA, 91724	(626) 484-5046
15322801	MARIA MUNOZ 15735 MAPLEGROVE ST, LA PUENTE, CA, 91744	(626) 917-4321
14507401	MARINA LANDSCAPE, INC. 1900 S. LEWIS STREET, ANAHEIM, CA, 92805	(949) 614-9148
50312901	MARIPOSA LANDSCAPES, INC. 15529 ARROW HWY., IRWINDALE, CA, 91706-2002	(626) 960-0196
16900401	MARK L PELLETIER 25401 PARKWOOD LN, SANTA CLARITA, CA, 91350	(661) 312-6452
16916401	MARK L PELLETIER PELLETIER BRUSH CLEARANCE & TREE SERVICE, 25401 PARKWOOD LN, SANTA CLARITA, CA, 91350	(661) 312-6452
05148401	MARTINEZ LANDSCAPING CO INC 14862 RYAN ST., SYLMAR, CA, 91342-3958	(818) 364-9188

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05148402	MARTINEZ LANDSCAPING CO INC 14862 RYAN ST., , SYLMAR, CA, 91342-3958	(818) 364-9188
15220601	MERCHANTS LANDSCAPE 11220 1/2 PEORIA ST, SUN VALLEY, CA, 91352	(714) 972-8200
16178201	MERIAM DJELIDI PO BOX 1803, AVALON, CA, 90704	(310) 701-5397
03162201	MIDORI GARDENS 3231 S. MAIN STREET, SANTA ANA, CA, 92707	(714) 751-8792
16331201	MIHYUN NO I CARPET & UPHOLSTERY CLEANING, 3921 WILSHIRE BLVD., LOS ANGELES, CA, 90010	(323) 534-5012
15228201	MILLENNIUM MAINTENANCE SYSTEMS 26007 HUNTINGTON LANE STE 11, VALENCIA, CA, 91355	(661) 645-7199
52357701	MUNOZ LANDSCAPE INC MONICA'S NURSERY, 266 CLOVERLEAF DR, BALDWIN PARK, CA, 91706-6505	(626) 369-8097
10434401	NATURES IMAGE, INC. 20361 HERMANA CIRCLE, LAKE FOREST, CA, 92630	(949) 705-5800 Ext:114
10847701	NEW GENERATION 16042 BASSETT ST., VAN NUYS, CA, 91406-4805	(818) 909-9299
15524201	NEW IMAGE LANDSCAPING INC. 554 PRESCOTT ST., PASADENA, CA, 91104	(626) 421-6270
15092401	NICK ANDERSON 1003 SPRINGOAK WAY, STOCKTON, CA, 95209	(209) 565-2845
14952901	NMS MANAGEMENT, INC. 155 WEST 35TH STREET, SUITE A, NATIONAL CITY, CA, 91950	(619) 425-0440
13161001	NOON PRODUCTIONS, LLC P. O. BOX 802874, SANTA CLARITA, CA, 91380	(661) 313-4227
16350101	NORVELL THOMAS 1652 N HOOVER ST, LOS ANGELES, CA, 90027	(323) 309-9937
14525101	OAK SPRINGS NURSERY INC P.O. BOX 922906, SYLMAR, CA, 91342	(818) 367-5832
13339701	OAKRIDGE LANDSCAPE INC 28064 AVENUE STANFORD UNIT K, VALENCIA, CA, 91355	(661) 295-7228
15279801	OC SEVEN INC PRUNIN ARBORICULTURE & MAINT, 23052 ALICIA PKWY H-218, MISSION VIEJO, CA, 92692	(714) 822-3982
15434701	ORBITAL MAINTENANCE ANDCONSTRUCTION, INC. P.O. BOX 2342, CULVER CITY, CA 90231, 7417 W. 82ND ST., WESTCHESTER, CA, 90045-2307	(310) 710-6028
11090301	PANAMERICAN LANDSCAPING 11261 BLIX STREET, NORTH HOLLYWOOD, CA, 91602	(818) 535-9391
14171101	PANTERA ENTERPRISES INC 28007 ALTA VISTA AVE, VALENCIA, CA, 91355	(213) 598-6544
50704901	PARKWOOD LANDSCAPE MAINT., INC 16443 HART ST., VAN NUYS, CA, 91406	(818) 988-9677
14845401	PBMS INC PREMIER BUILDING MAINT SERV., 1909 WILSHIRE BLVD., LOS ANGELES, CA, 90057	(213) 386-2552
14947001	PERFECT PLANTS LANDSCAPE MANAGEMENT INC., 20700 VENTURA BLVD., SUITE 234, WOODLAND HILLS, CA, 91364	(818) 981-0810
50889101	PESTMASTER SERVICES, INC. 137 E. SOUTH ST., BISHOP, CA, 93514-3545	(775) 358-5966
50889102	PESTMASTER SERVICES, INC. 42717-6TH STREET EAST, LANCASTER, CA, 93535	(775) 358-5966

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50889103	PESTMASTER SERVICES, INC. 137 E SOUTH ST, BISHOP, CA, 93514	(775) 358-5966
15299401	PINNACLE HOLDINGS GROUP DBA PINNACLE LANDSCAPE COMPANY 2200 S. FAIRVIEW ST., SANTA ANA, CA, 92704	(714) 856-8279
05171401	PLANT TERRA LANDSCAPE INC 13913 LA CASCADA CT., BAKERSFIELD, CA, 93314-8354	(661) 588-6127
14499401	POIEMA LANDSCAPE INC. 732 N. DIAMOND BAR BLVD., SUITE 110, DIAMOND BAR, CA, 91765	(909) 444-2249
02870001	POWERLAND EQUIPMENT, INC. 27943 VALLEY CENTER RD., VALLEY CENTER, CA, 92082-6547	(760) 749-1271
52514001	PREMIER BUILDING MAINTENANCE 1909 WILSHIRE BLVD, LOS ANGELES, CA, 90057	(213) 386-2552
13696801	PRIDE INDUSTRIES 10030 FOOTHILLS BLVD., ROSEVILLE, CA, 95747-7102	(916) 788-2136
13763701	QQUEST ASSET MANAGEMENT LLC 9350 SOUTH 150EAST SUITE 130, SANDY, UT, 84070	(801) 265-9500 Ext:2215
15527501	R&C TREE COMPANY 8335 WINNETKA AVE #457, WINNETKA, CA, 91306	(818) 775-1918
16403101	RALPH MOSLEY JR 2422 W 6TH STREET, SAN BERNARDINO, CA, 92410	(909) 512-2284
16461401	RAMOS LANDSCAPING, INC. 18761 CHASE STREET, NORTHRIDGE, CA, 91324	(818) 519-7079
16804601	RAYMOND EALY PO BOX 6024, , ALTADENA, CA, 91003-6024	(626) 676-5123
12426901	REAL ESTATE CONSULTING & SERVICES, INC., 635 E. 1ST ST., # 418, TUSTIN, CA, 92780-3417	(714) 720-3187
01427301	REGENTS OF UC UCLA REMITTANCE CENTER, 10920 WILSHIRE BLVD, STE 107, LOS ANGELES, CA, 90024-6503	(310) 206-0265
01427302	REGENTS OF UC 10990 WILSHIRE BLVD, SUITE 1450, LOS ANGELES, CA, 90024	(310) 312-9315
01427303	REGENTS OF UC UCLA - DFH PARAMEDIC EDUCATION, 333 N. PRAIRIE AVE., INGLEWOOD, CA, 90301	(310) 680-1100
01427304	REGENTS OF UC UCLA CPHD, 1145 GAYLEY AVE STE 304, LOS ANGELES, CA, 90024	(310) 794-0864
01427305	REGENTS OF UC UCLA CAREER CENTER, 501 WESTWOOD PLAZA, LOS ANGELES, CA, 90095-1573	(310) 206-1901
01427306	REGENTS OF UC UCLA ANDERSON FORECAST, 110 WESTWOOD PLAZA STE B302 - BOX 951481, LOS ANGELES, CA, 90095-1481	(310) 825-1623
01427307	REGENTS OF UC PHOTOGRAPHIC SERVICES, 10833 LE CONTE DRIVE, 62-073 CHS, LOS ANGELES, CA, 90095	(310) 825-7725
01427308	REGENTS OF UC LIBRARY, 405 HILGARD AVENUE, LOS ANGELES, CA, 90095	(310) 206-9363
01427309	REGENTS OF UC UCLA MEDICAL CENTER, 10990 WILSHIRE BLVD SUITE 1450, LOS ANGELES, CA, 90024	(310) 267-5959
01427310	REGENTS OF UC 760 WESTWOOD PLZ., RM. B7-357, LOS ANGELES, CA, 90024-5055	(310) 794-5537
01427311	REGENTS OF UC UCLA-LOSH, 10945 LE CONTE AVE. UEBERROTH BLDG., STE 2107, LOS ANGELES, CA, 90095	(310) 794-5959
01427312	REGENTS OF UC 601 S. WOODS AVE., LOS ANGELES, CA, 90022-3221	(310) 206-8883

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01427313	REGENTS OF UC UCLA ISAP, 1640 S SEPULVEDA BLVD STE 320, LOS ANGELES, CA, 90025-7535	(310) 267-5399
01427314	REGENTS OF UC SCHOOL OF THEATER, FILM & TV, 1449 MELNITZ HALL BOX 951622, LOS ANGELES, CA, 90095-1622	(310) 267-4419
01427315	REGENTS OF UC 10920 WILSHIRE BLVD., STE. 500, CONTRACTS & GRANTS ADMIN., LOS ANGELES, CA, 90024-6502	(310) 794-2838
01427316	REGENTS OF UC UCLA CENTER FOR COMMUNITY LEARNING, A265 MURPHY HALL, LOS ANGELES, CA, 90095-1571	(310) 825-7867
01427317	REGENTS OF UC SCHOOL OF LAW, PO BOX 951476, LOS ANGELES, CA, 90095-1476	(310) 206-9155
01427318	REGENTS OF UC 10945 LE CONTE AVE., STE. 2339, LOS ANGELES, CA, 90095	(310) 312-0531
01427319	REGENTS OF UC UCLA DEPT OF SURGERY DIV OF CARDIOTHORACIC, 72-131 CTR FOR THE HEALTH SCIENCE BOX 951749, LOS ANGELES, CA, 90095-6902	(310) 825-9820
01427320	REGENTS OF UC UCLA MEDICAL CENTER, FILE 2009, LOS ANGELES, CA, 90074-2009	(310) 825-8021
01427321	REGENTS OF UC JULES STEIN INST-UCLA RM 2-142, 100 STEIN PLAZA, LOS ANGELES, CA, 90095	(310) 206-6641
01427322	REGENTS OF UC UCLA CHILDRENS DENTAL CLINIC, 10833 LE CONTE AVENUE, 20-137, LOS ANGELES, CA, 90095-3075	(310) 825-5619
01427323	REGENTS OF UC UCLA MEDICAL CTR-PERINTAL UNIT, BOX 951701 14176 CHS, LOS ANGELES, CA, 90095	(213) 825-1542
01427324	REGENTS OF UC UCLA TIES FOR FAMILIES, 1000 VETERAN AVENUE, LOS ANGELES, CA, 90095-7142	(310) 794-2460
01427325	REGENTS OF UC C/O UCLA EMERGENCY MEDICINE, 924 WESTWOOD BLVD SUITE 300, LOS ANGELES, CA, 90024-1777	N/A
01427326	REGENTS OF UC DEPT OF INFORMATION STUDIES-UCLA GSEIS, BOX 951520, LOS ANGELES, CA, 90095	(310) 206-2962
01427327	REGENTS OF UC DEPARTMENT K, PO BOX 24901, LOS ANGELES, CA, 90024-0901	(310) 206-2962
01427328	REGENTS OF UC HUMANITIES SCIENCE & SOCIAL, 10995 LE CONTE AVENUE ROOM 731, LOS ANGELES, CA, 90024	N/A
01427329	REGENTS OF UC UCLA IMMUNOGENETICS CENTER, 1000 VETERAN AVE., ROOM 1-520, LOS ANGELES, CA, 90095-1652	(310) 794-4448
01427330	REGENTS OF UC UCLA-DIV OF EMERGENCY MEDICINE, BOX 951778, LOS ANGELES, CA, 90095-1778	(310) 625-4350
01427331	REGENTS OF UC 110 WESTWOOD PLAZA D304A, , LOS ANGELES, CA, 90095-1481	(310) 825-1879
01427332	REGENTS OF UC UCLA PROSTHO/MAX FAC, 10833 LE CONTE AVE A0-156B CHS, LOS ANGELES, CA, 90095	(310) 206-8775
01427333	REGENTS OF UC CA CTR FOR COMMUNITY SCHOOL PARTNERSHIP, 2020 ACADEMIC SURGE BLGD, DAVIS, CA, 95616-8729	(530) 754-6343
01427334	REGENTS OF UC UCLA TRAVEL STUDY PROGRAM, 1332 MURPHY HALL BOX 951418, LOS ANGELES, CA, 90095-1418	N/A

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Vendor ID	Company Name	Phone
01427335	REGENTS OF UC UCLA MEDICAL CENTER, 10833 LE CONTE AVENUE, LOS ANGELES, CA, 90095-1730	(310) 825-5041
01427336	REGENTS OF UC UCLA EDUCATION AND RESEARCH CTR, 650 CHARLES YOUNG DR CHS56-071, LOS ANGELES, CA, 90095	(310) 206-2304
01427337	REGENTS OF UC UCLA LABOR CENTER, 675 SOUTH PARK VIEW STREET 1ST FLOOR, LOS ANGELES, CA, 90057-3306	(213) 480-4155
01427338	REGENTS OF UC UCLA ORTHODONTIC CLINIC, PO BOX 951668, CHS 20-140, LOS ANGELES, CA, 90095-1668	(310) 825-4705
01427339	REGENTS OF UC UCLA EXTENSION PUBLIC POLICY DEPT., 10995 LE CONTE AVENUE ROOM 613, LOS ANGELES, CA, 90024	(310) 825-1545
01427340	REGENTS OF UC HOUSING ACCTS RECEIVABLE OFFICE, 360 DE NEVE DRIVE, BOX 951383, LOS ANGELES, CA, 90095	N/A
01427341	REGENTS OF UC UCLA CENTER FOR HEALTH POLICY RESEARCH, 10960 WILSHIRE BOULEVARD, SUITE 1550, LOS ANGELES, CA, 90024	(310) 794-0909
01427342	REGENTS OF UC CASHIER OFFICE, UC DAVIS, PO BOX 989062, WEST SACRAMENTO, CA, 95798-9062	(530) 757-8529
01427343	REGENTS OF UC UC DAVIS CENTER FOR HUMAN SERVICES, 1632 DAVINCI COURT, DAVIS, CA, 95616	(530) 757-8643
01427344	REGENTS OF UC LIBRARY BUSINESS SERVICES PAYMENT PROC UNIT, BOX 951575, LOS ANGELES, CA, 90095-1575	(310) 825-4055
01427345	REGENTS OF UC DEPARTMENT OF MEDICINE, 11301 WILSHIRE BLVD ROOM 3206, LOS ANGELES, CA, 90073	(310) 268-3034
01427346	REGENTS OF UC UCLA FOUNDATION, 3250 PUBLIC AFFAIRS BUILDING, LOS ANGELES, CA, 90095-1656	(310) 206-7571
01427347	REGENTS OF UC UCLA FAMILY MED/P.DOWLINGMD, 10833 LE CONTE AV 50-074 CHS, LOS ANGELES, CA, 90095-1683	(310) 825-4824
01427348	REGENTS OF UC UCLA OFFICE OF CONTRACT & GRANT ADMIN, 11000 KINROSS AVE., SUITE 102, LOS ANGELES, CA, 90095-1406	(310) 794-0619 Ext:243
01427349	REGENTS OF UC UCLA PEDIATRIC DENTISTRY, PO BOX 951668 CHS 20-137, LOS ANGELES, CA, 90095	(310) 825-8755
01427350	REGENTS OF UC HOUSING OFFICE, 3200 S. SAWTELLE BLVD, LOS ANGELES, CA, 90066	(310) 398-4692
01427351	REGENTS OF UC RONALD REAGAN UCLA MEDICAL CENTER, Box 951432, 1125 Murphy Hall, 405 Hilgard Avenue, LOS ANGELES, CA, 90095-9000	(310) 267-7529
01427352	REGENTS OF UC 1111 FRANKLIN STREET 11TH FLOOR, , OAKLAND, CA, 94607	(510) 987-9071
01427353	REGENTS OF UC 10833 LECONTE AVE., ROOM 72-125 CHS CHS, LOS ANGELES, CA, 90095-1749	(310) 206-6131
01427354	REGENTS OF UC UCLA POLICE DEPARTMENT, 11000 KINROSS AVE SUITE 104, LOS ANGELES, CA, 90024	(310) 206-8883

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Vendor ID	Company Name	Phone
01427355	REGENTS OF UC UCLA INSTITUTE OF ENVIRONMENT, 619 CHARLES E YOUNG LA KRETZ HALL STE 300, LOS ANGELES, CA, 90095-1496	(310) 825-5008
01427356	REGENTS OF UC UCLA STUDENT ACCOUNTS, 1121 MURPHY HALL, LOS ANGELES, CA, 90095	(626) 229-3634
01427357	REGENTS OF UC SCHOOL OF PUBLIC AFFAIRS, 337 CHARLES E YOUNG DR. EAST, LOS ANGELES, CA, 90095-4656	(310) 794-5152
01427358	REGENTS OF UC 760 WESTWOOD AVE, (ROOM C8-887), LOS ANGELES, CA, 90024	(310) 825-1479
01427359	REGENTS OF UC UCLA INTEGRATED SUBSTANCE ABUSE PROGRAMS, 1640 S. SEPULVEDA #200, LOS ANGELES, CA, 90025	(310) 267-5398
01427360	REGENTS OF UC 10920 WILSHIRE BOULEVARD, SUITE 300, , LOS ANGELES, CA, 90024-6502	(310) 794-3718
01427361	REGENTS OF UC UCLA REMITTANCE CNTR BOX 951432, 1125 MURPHY HALL 405 HILGARD AVENUE, LOS ANGELES, CA, 90095-9000	(310) 206-3216
01427362	REGENTS OF UC 10945 LE CONTE AVENUE, SUITE 3119, LOS ANGELES, CA, 90095-6980	(310) 267-2579
01427363	REGENTS OF UC UCLA POLICE DEPARTMENT, 601 WESTWOOD PLAZA, LOS ANGELES, CA, 90095	(310) 825-1632
01427364	REGENTS OF UC UCLA CENTRAL TICKET OFFICE, P.O. BOX 24607, LOS ANGELES, CA, 90024-0607	(310) 206-4497
01427365	REGENTS OF UC CARDIOLOGY, 10833 LE CONTE AVE 17-178 CHS / MC 690418, LOS ANGELES, CA, 90095	(310) 794-1844
01427366	REGENTS OF UC RONALD REAGAN UCLA MEDICAL CENTER, 10920 WILSHIRE BLVD STE 1700, LOS ANGELES, CA, 90024-6502	(310) 794-8401
01427367	REGENTS OF UC LOS ANGELES SCHOOL OF PUBLIC HEALTH, 650 CHARLEES YOUNG DRIVE, LOS ANGELES, CA, 90095-6900	(310) 794-0622
01427368	REGENTS OF UC DEPT OF ORTHOPAEDIC SURGERY, 10833 LECONTE AVE 76-119 CHS, LOS ANGELES, CA, 90095-6902	(310) 825-5680
01427369	REGENTS OF UC UCLA FACILITIES MANAGEMENT, 731 CHARLES E. YOUNG DRIVE SOUTH, SUITE 3102, LOS ANGELES, CA, 90095-1526	(310) 206-6647
01427370	REGENTS OF UC INTEGRATED SUBSTANCE HOUSE, 11075 SANTA MONICA BLVD STE 100, LOS ANGELES, CA, 90025	(310) 267-5397
01427371	REGENTS OF UC UC REGENTS - UCLA CAREER PLAZA, 501 WESTWOOD PLAZA - BOX 951573, LOS ANGELES, CA, 90095-1573	(310) 206-1901
01427372	REGENTS OF UC UCLA VENICE DENTAL CENTER, VENICE, CA, 90291-2843	(310) 825-9805
01427373	REGENTS OF UC UNIVERSITY OF CALIF AT DAVIS - CASHIER OFFICE, 1200 DUTTON HALL, DAVIS, CA, 95616	(800) 553-6878
01427374	REGENTS OF UC CONTINUING EDUCATION OF THE BAR, 2100 FRANKLIN STREET SUITE 500, OAKLAND, CA, 94612-3098	(510) 381-1736
01427376	REGENTS OF UC RONALD REAGAN UCLA MEDICAL CENTER, 757 WESTWOOD PLAZA STE B790A, LOS ANGELES, CA, 90095	(310) 267-9582

ATTACHMENT IV

Vendor ID	Company Name	Phone
14395501	RICHARD C JEWETT 36200 PARADISE RANCH SUITE 105, CASTAIC, CA, 91384	(661) 775-3791
11897501	RMT GOLF & SPORT 26517 CALLE LORENZO, SAN JUAN CAPO, CA, 92675-1672	(949) 218-7674
14710201	ROCK BOTTOM, INC. 2724 LANDCO DRIVE, BAKERSFIELD, CA, 93308	(661) 859-1700
14319401	ROLEY ASSOCIATES, INC. 1405 BARNHART LANE, NORCO, CA, 92860	(951) 279-6096
11104401	RON WILKES PO BOX 2387, NORTH HILLS, CA, 91393	(818) 893-6360
15184001	ROSE TERRONES 511 S FIRST STE 304, ARCADIA, CA, 91006	(626) 254-0200
10042601	S.C. YAMAMOTO, INC. 2031 EMERY AVENUE, LA HABRA, CA, 90631	(714) 992-5783
14286501	SAFETY ZONE WEED AND BRUSH CONTROL, 23843 BESSEMER STREET, WOODLAND HILLS, CA, 91367	(818) 322-4646 Ext:2
14821701	SALINAS LANDSCAPING AND TREE PRESERVATION, INC., 2001 PREUSS ROAD, LOS ANGELES, CA, 90034-1205	(310) 204-1730
51299701	SEPSCO EARTHSCAPE INC 120 WEST 127TH STREET, LOS ANGELES, CA, 90061	(323) 242-0700
51134101	SIAPIN HORTICULTURE 9103 PERKINS ST., PICO RIVERA, CA, 90660-4512	(562) 801-9722
11512901	SIGMA SERVICES INC 2140 EASTMAN AVE STE 200, VENTURA, CA, 93003	(805) 642-8377
12722801	SIMON'S POWER EQUIPMENT, INC. 12117 VANOWEN ST., NORTH HOLLYWOOD, CA, 91605-5652	(818) 982-6131
14152501	SOUTHERN CALIFORNIA TREE & LANDSOUTHERN CALIFORNIA GARDEN SOUTHERN CALIFORNIA GARDEN, PO BOX 3395, TORRANCE, CA, 90510	(310) 326-9994
12858601	SPRAGUE CONSULTANTS, INC. 30251 GOLDEN LANTERN, SUITE E##90, LAGUNA NIGUEL, CA, 92677-5993	(949) 903-0793
16615601	STACY L KONIER 3628 COUNTY ROAD, CHINO, CA, 91710	(909) 627-7507
12432101	STAY-GREEN, INC. 26415 SUMMIT CIRCLE, SANTA CLARITA, CA, 91350	(661) 291-2800 Ext:302
50455701	STEVENS TREE EXPERTS 2570 E. WALNUT ST., STE. A, PASADENA, CA, 91107-3722	(626) 794-6911
16539701	STRATEGIC FACILITY SOLUTIONS, INC. 28 SALT SPRAY DRIVE, LAGUNA NIGUEL, CA, 92677	(714) 293-9147
15027701	SUMAK, INC. P.O. BOX 1534, AGOURA HILLS, CA, 91376	(818) 388-4621
14144701	SWAYZER'S INC. 1663 E. DEL AMO, CARSON, CA, 90746	(323) 979-7223
51890301	SYSTEMS MANAGEMENT, INC. 1635 N. LAKE AVE., PASADENA, CA, 91104-2321	(626) 791-1388
15088201	T.G. DESIGNSCAPES 594 CEDAR CREST AVE, CLAREMONT, CA, 91711	(909) 367-3497
15390501	TANIA GYBELSENVIRONMENTAL CONCEPT 16140 SATICOY, VAN NUYS, CA, 91406	(818) 787-7329
10946701	THE CHRYSALIS CENTER 1853 LINCOLN BLVD, SANTA MONICA, CA, 90404	(310) 401-9382
10946702	THE CHRYSALIS CENTER 522 S. MAIN ST., LOS ANGELES, CA, 90013	(213) 806-6368

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Vendor ID	Company Name	Phone
13952501	THE ORIGINAL MOWBRAYS 171 S WATERMAN AVE, SAN BERNARDINO, CA, 92408	(909) 915-5762
14282001	THE PAR 3 GROUP 101 ATLANTIC AVE., STE. 104, LONG BEACH, CA, 90802	(562) 537-7528
16860301	TOTAL RESOURCES INC. DBA TOTAL CONSTRUCTION RESOURCES 13507 TELEGRAPH ROAD, UNIT C, WHITTIER, CA, 90605	(562) 204-0319
15950301	TRANSFORMED CONSTRUCTION INC 14301 VENTURA BLVD, SHERMAN OAKS, CA, 91423	(818) 441-4632
14689801	TREE PRESERVATION COMPANY 430 N. CHESTER AVE., STE. 106, PASADENA, CA, 91106	(626) 628-5224
13312601	TREE PRESERVATION, INC. 9722 MARCUS AVE, TUJUNGA, CA, 91042	(818) 353-8733
13848501	TRI VALLEY LANDSCAPE 7 DUESENBERG DRIVE, WESTLAKE VILLAGE, CA, 91362	(805) 494-7160
11263101	TROPICAL CREATIONS, INC. 14560 CALVERT STREET, VAN NUYS, CA, 91411	(818) 782-0005 Ext:202
52607901	TRUGREEN LANDCARE 1323 W. 130TH ST., GARDENA, CA, 90247-1503	(310) 354-1520
52607902	TRUGREEN LANDCARE 1367 W. 9TH ST., UPLAND, CA, 91786-5712	(626) 357-2481
52607903	TRUGREEN LANDCARE 7755 DEERING AVE., CANOGA PARK, CA, 91304-5653	(818) 346-7552 Ext:222
52607904	TRUGREEN LANDCARE 1150 W. TRENTON AVENUE, ORANGE, CA, 92867	(714) 628-1010
52607905	TRUGREEN LANDCARE MIRAMAR WHOLESALE NURSERIES, 5400 GOVERNOR DRIVE, SAN DIEGO, CA, 92122-2851	(858) 552-0658 Ext:115
52607906	TRUGREEN LANDCARE DEPT 34680, PO BOX 39000, SAN FRANCISCO, CA, 94139	(310) 719-1008
52607907	TRUGREEN LANDCARE 1315 WEST 130TH STREET, GARDENA, CA, 90247	(310) 719-1008
52887901	UNITED PACIFIC SERVICES 120 E. LA HABRA BLVD., STE 107, LA HABRA, CA, 90631-2310	(562) 691-4600 Ext:225
52887902	UNITED PACIFIC SERVICES 120 EAST LA HABRA BOULEVARD, SUITE 107, LA HABRA, CA, 90631-2310	(562) 691-4600
13811401	UNIVERSO CLEANING INC. 111 S. GARFIELD BLVD., STE 101-A, MONTEBELLO, CA, 90640	(323) 574-0089
16535901	URBAN HABITAT ENVIRONMENTAL LANDSCAPES PO BOX 803036, SANTA CLARITA, CA, 91380	(661) 310-0405 Ext:701
13133801	VALLEY LIGHT INDUSTRIES INC 5358 IRWINDALE AVE, UNIT B, BALDWIN PARK, CA, 91706	(626) 337-6200
16144801	VENCO WESTERN 2400 EASTMAN AVE, OXNARD, CA, 93030	(805) 431-7194
15012201	VERONICA MEJIA 1240 E ONTARIO AVE #102, CORONA, CA, 92881	(951) 278-3801
52439101	VILLA ESPERANZA SERVICES 2116 E. VILLA ST., PASADENA, CA, 91107-2435	(805) 446-1939 Ext:205
16497901	WALTON FACILITIES MANAGEMENT 6860 CANBY AVENUE, #102, RESEDA, CA, 91335	(310) 295-2067
10894101	WD ENTERPRISE, INC PO BOX 8804, WICHITA, KS, 67208-0804	(316) 686-0069
16091601	WE SERVICE AMERICA, INC. 10311 S. LA CIENEGA BLVD., LOS ANGELES, CA, 90045	(310) 743-3000 Ext:293

ATTACHMENT IV

Vendor ID	Company Name	Phone
16082601	WIEDMANN BROS. DISTRIBUTING CO., LLC 3940 LAUREL CANYON BLVD., STE. 1457, STUDIO CITY, CA, 91604	(623) 934-8973 Ext:10
16024901	WILLOWBROOK LANDSCAPE INC. 14930 FARMINGTON ST., HESPERIA, CA, 92345	(760) 713-5686
05696501	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST, 7260 ATOLL AVE, NORTH HOLLYWOOD, CA, 91605-4104	(818) 503-8240 Ext:105
05696502	WOODS MAINTENANCE SERVICES INC HYDRO PRESSURE SYST & GRAFFITI CONTROL SYST, 7260 ATOLL AVENUE, NORTH HOLLYWOOD, CA, 91605-4104	(818) 764-2515
50314701	WURZEL LANDSCAPE 3214 OAKDELL RD., STUDIO CITY, CA, 91604-4221	(818) 762-8653
14807101	Z&T VENTURES, INC. SERVICE-SCAPE, 9716 COTTONWOOD WAY, ALTA LOMA, CA, 91737	(909) 702-1045

AWARD BOARD LETTER MINORITY VERIFICATION SHEET

DIVISION	
AGENDA DATE	
SUBJECT: 	
How many of the proposers are certified local small business enterprises (LSBE) or certified minority, women, disadvantaged, or disabled veteran businesses (CBE)?	
Answer: 	
How many of the contract awards are going to certified local small business enterprises (LSBE) or certified minority, women, disadvantaged, or disabled veteran businesses (CBE)?	
Answer: 	



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

CONEJO CREST LANDSCAPE, INC.

FOR

**STEVENSON RANCH AREA ZONES LANDSCAPE
MAINTENANCE SERVICES**

GROUP 2 : ZONES 1, 25, AND 66

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STANDARD EXHIBITS

- A1 PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES
- A2 UNIT PRICE LIST
- B STATEMENT OF WORK
- C PREVAILING WAGE DETERMINATIONS
- D CONTRACTOR'S EEO CERTIFICATION
- E PUBLIC WORKS PAYROLL REPORTING FORM
- F CONTRACTOR'S QUALITY CONTROL PLAN
- G INTERNAL REVENUE SERVICE NOTICE NO. 1015
- H JURY SERVICE ORDINANCE
- I SAFELY SURRENDERED BABY LAW
- J LIVING WAGE ORDINANCE
- K MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFITS PAYMENT
- L PAYROLL STATEMENT OF COMPLIANCE
- M EMPLOYEE NOTICE OF LIVING WAGE HANDOUT (Eng/Span)
- N CONTRACTOR ACKNOWLEDGMENT AND CONFIDENTIALITY AGREEMENT
- O COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM
- P GREEN INITIATIVE CERTIFICATION OF COMPLIANCE
- Q SMOKING BAN ORDINANCE

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
CONEJO CREST LANDSCAPE, INC.
FOR
LANDSCAPE MAINTENANCE SERVICES FOR
STEVENSON RANCH AREA ZONES
GROUP 2 : ZONES 1, 25, AND 66**

This Contract and Exhibits made and entered into this 9th day of September, 2014, by and between the County of Los Angeles, hereinafter referred to as the County and Conejo Crest Landscape, Inc., hereinafter referred to as the Contractor.

RECITALS

WHEREAS, pursuant to Section 44.7 of the Los Angeles County Charter as implemented by Los Angeles County Code Section 2.121.250, et seq., the County is permitted to contract with private businesses to perform services when it is more economical or feasible to do so; and

WHEREAS, the Contractor is duly licensed and certified to engage in the business of grounds and landscape maintenance services; and warrants that it possesses the competence, expertise, equipment, resources and personnel necessary to provide such services; and

WHEREAS, the Contractor has submitted a proposal to the County for provision of such services and based upon an evaluation of the proposals under Los Angeles County Code Section 2.121.320 the Contractor has been selected for recommendation for award of such contract.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority:

- 1.1 EXHIBIT A1 -Pricing and Billing Schedule and Performance Frequencies
- 1.2 EXHIBIT A2 -Unit Price List
- 1.3 EXHIBIT B2 - Statement of Work
- 1.4 EXHIBIT C - Prevailing Wage Determinations
- 1.5 EXHIBIT D – Contractor’s EEO Certification
- 1.6 EXHIBIT E – Public Payroll Reporting Forms
- 1.7 EXHIBIT F - Contractor’s Quality Control Plan
- 1.8 EXHIBIT G - IRS Form 1015
- 1.9 EXHIBIT H - Jury Service Ordinance
- 1.10 EXHIBIT I – Safely Surrendered Baby Law
- 1.11 EXHIBIT J - Living Wage Ordinance
- 1.12 EXHIBIT K - Monthly Certification for Applicable Health Benefits Payment
- 1.13 EXHIBIT L – Payroll Statement of Compliance
- 1.14 EXHIBIT M - Employee Living Wage Notice Handout (Eng/Span)
- 1.15 EXHIBIT N - Contractor Acknowledgment and Confidentiality Agreement
- 1.16 EXHIBIT O - County’s Defaulted Property Tax Reduction Program
- 1.17 EXHIBIT P - Green Initiative Certification of Compliance
- 1.18 EXHIBIT Q - Smoking Ban Ordinance

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of services.
- 2.2 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by this Contract.
- 2.3 **Board of Supervisors:** The Board of Supervisors of the County of Los Angeles acting as governing body or their designee.
- 2.4 **Contractor Contract Manager:** The individual designated by the Contractor to administer the Contract operations after award of the Contract.
- 2.5 **County Contract Monitor:** Person with responsibility to oversee the day to day activities of this Contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.6 **County Contract Manager:** Person designated by the Director with authority to manage the operations related to this Contract, or his/her authorized representative.
- 2.7 **Department:** The County of Los Angeles Department of Parks and Recreation acting on behalf of the County for matters relating to this Contract.

- 2.8 Director:** The Director of the Department of Parks and Recreation or his designee, County of Los Angeles, acting on behalf of the County on contractual or administrative matters relating to the enforcement of this Contract, or his authorized representative(s).
- 2.9 Monthly Contract Sum:** The amount of one-twelfth (1/12) of the total annual amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract.
- 2.10 Statement of Work:** The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.
- 2.11 Day(s):** Calendar day(s) unless otherwise specified.
- 2.12 Fiscal Year:** The 12 month period beginning July 1st and ending the following June 30th.

3.0 CONTRACTOR SERVICES

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the Statement of Work, Exhibit B-2.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.
- 3.3 Contractor shall notify the Director in writing as soon as reasonably possible on the same day of discovery of any damage due to extraordinary incidents such as Acts of God and suspected third party negligence.

4.0 TERM OF CONTRACT

- 4.1 The term of this Contract shall be for the period of five (5) years commencing on October 1, 2014, following the Board of Supervisors'

approval, and continuing through September 30, 2019, unless terminated sooner or extended, in whole or in part, as provided in this contract.

- 4.2 The County shall have the sole option to extend the Contract term for up to three (3) additional one-year periods. Each such option year shall be exercised at the sole discretion of the Director, which may include a cost of living adjustment (COLA) per option year as provided for in Paragraph 5.4, hereinafter.
- 4.3 The Contractor shall notify the Department when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the Department at the address herein provided in Subparagraph 9.32, Notices, of this Contract.
- 4.4 By reasons or acts beyond the control of the County, this Contract may be terminated by the County without liability or damages whenever the County is prevented by operation of laws, Acts of God, or by the official action of Local, State or Federal authorities from complying with the provisions of this Contract.

5.0 CONTRACT SUM

- 5.1 The contract sum under the terms of this Contract shall be the total monetary amount payable by the County to the Contractor for provision of landscape maintenance services. Said sum shall comply with Exhibit A1, Pricing and Billing Schedule and Performance Frequencies and Exhibit A2, Unit Price List.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any expenses or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any other entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other

mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.

- 5.3 In no event shall the Contractor be entitled to compensation exceeding the total Contract amount unless the Contract is amended in writing pursuant to Section 8.0, Change Notices and Amendments.

5.4 **Cost of Living Adjustment (COLA)**

If the County elects in its sole determination to exercise the option years, the contract sum (hourly, daily, monthly, etc.), identified hereinabove, may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12 month period preceding the contract anniversary date, which shall be the effective date for any Cost Of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no COLA will be granted. Where the County decides to grant a COLA pursuant to this paragraph for contract option years, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the contractor can show his/her labor cost will actually increase. Further, before any COLA increase shall take effect and become part of this Contract, it shall require a written amendment to this Contract first, that has been formally approved and executed by all parties.

5.5 No Payment for Services Provided Following Expiration/Termination of Contract

The Contractor shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for services rendered after expiration/termination of this Contract shall not constitute a waiver of the County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

- 5.6 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred 75% of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to the Director at the address herein provided under Subparagraph 9.32, Notices, of this Contract.

5.7 Invoices and Payments

5.7.1 The Contractor shall invoice the County monthly in arrears for providing the tasks, deliverables, goods, services, and other work specified in Exhibit B-2, Statements of Work; and priced in accordance with Exhibit A1, Pricing and Billing Schedule and Performance Frequencies; and Exhibit A2, Unit Price Listing.

5.7.2 The Contractor shall present two (2) copies of the monthly invoice for work performed during the preceding month. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. Said invoices shall include all required certifications and reports as provided for in this Contract, including Subparagraph 10.1, Compliance with the County's Living Wage Program, Exhibit J, and Exhibit B-1, Statement of Work, Section 3.0, Certifications/Reports.

No invoice will be approved for payment unless the required subject documents identified hereinabove are included with the invoice.

5.7.3 The Contractor shall submit the monthly invoices to the County on or before the 15th calendar day of each month in the amount of one-twelfth (1/12th) of the total amount of compensation, or a prorated monthly amount, to be paid by the County for services rendered by the Contractor under the terms and conditions of this Contract. Said payment shall be made within 30 days upon receiving a properly prepared and correct invoice, providing that all work performed during the preceding month has been inspected and accepted by the Director and that applicable certifications and reports have been submitted in accordance with the provisions of this Contract.

5.7.4 All invoices submitted by the Contractor for payment must have the written approval of the Director prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. The Contractor shall look for payment exclusively from the funds having been allocated by the County for such services.

5.7.5 Local Small Business Enterprises (Local SBE) – Prompt Payment Program

Certified Local SBEs will receive prompt payment for services they provide to County departments. Prompt payment is defined as 15 calendar days after receipt of an undisputed invoice.

6.0 ENFORCEMENT OF CONTRACT

6.1 The Director shall be responsible for the enforcement of this Contract on behalf of the County and shall be assisted therein by those officers and employees of the County having duties in connection with the administration thereof. The Director hereby reserves the right to:

- a) assign such personnel as are needed to serve as Contract Monitor(s) in order to inspect and review the Contractor's performance of, and

compliance with, all contractual services, duties, obligations, responsibilities, administrative procedures and staffing as set forth in this Contract; and b) require the Contractor to provide such written documentation and/or regular reports as the Director deems necessary to verify and review the Contractor's performance under this Contract.

- 6.2 The County reserves the right to perform inspections at any time for the purpose of maintaining the Contractor's compliance with all Contract terms and conditions and performance standards.
- 6.3 The Contractor hereby agrees to cooperate with the Director, County Contract Managers and Monitors, and any appropriate Federal or State representative, in the review and monitoring of the Contractor's service program, records and procedures at any reasonable time, as requested by the County.
- 6.4 In the event the County commences legal proceedings for the enforcement of this Contract or recovery of the premises herein, the Contractor does hereby agree to pay any sum which may be awarded to the County by the Court for attorney's fees and costs incurred in the action brought thereon.

7.0 CONTRACTOR'S STAFF

- 7.1 At any time prior to or during the term of this Contract, the County may require that all of the Contractor's staff performing work under this Contract undergo and pass, to the satisfaction of the County, a background investigation, as a condition of beginning and continuing to work under this Contract. The County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the sole expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation. All background reports on current and future staff hired by the Contractor will be submitted to the Director.

- 7.1.1 If a member of the Contractor's staff does not pass the background investigation, County may request that the member of the Contractor's staff be immediately removed from performing services under the Contract at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation.
- 7.1.2 County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- 7.1.3 Disqualification of any member of Contractor's staff pursuant to this Paragraph 7.1 shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.
- 7.2 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. The Contractor's employees, whether assigned to any one facility or as part of a crew serving any number of facilities, shall include at least one individual who speaks and comprehends the English language.
- 7.3 The Contractor shall designate a person who will be able to respond to emergencies after normal business hours. Designee shall be available for notification through cell phone, answering service, beeper or electronic mail communication device to receive or respond to emergency situations.
- 7.4 The Director has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff.
- 7.5 The Director may at any time give the Contractor written notice to the effect that the conduct or action or a designated employee of the Contractor is, in the reasonable belief of the Director, detrimental to the

interest of the public patronizing the premises. The Contractor shall meet with the Director or his authorized representative to consider the appropriate course of action with respect to the matter and the Contractor shall take reasonable measures under the circumstances to assure the Director that the conduct and activities of the Contractor's employee(s) will not be detrimental to the interest of the public patronizing the premises.

7.6 The Director may require the Contractor to establish an identification system for personnel assigned to the facilities which clearly indicates to the public the name of the Contractor responsible for the landscape and grounds maintenance services. The identification system shall be furnished at the Contractor's expense and may include, but not be limited to, appropriate attire and/or name badges as specified by the Director.

7.7 The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These are basically: uniforms, proper shoes and other gear as required by State Safety Regulations, and the proper wearing of the clothing. Shirts shall be worn at all times and shall be buttoned.

7.8 The Contractor shall provide readily available transportation or access within 300 feet to toilet facilities to employees who are working in the field during normal business hours for the duration of the contract term. In the event that the Contractor provides a toilet structure for its employees, the toilet structure must be clean and in good working order and supplied with adequate toilet supplies.

7.9 Confidentiality

7.9.1 The Contractor shall maintain the confidentiality of all records obtained from the County under this Contract in accordance with all applicable Federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

7.9.2 The Contractor shall inform all of its officers, employees, agents, and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.9.3 The Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit N.

8.0 CHANGE NOTICES AND AMENDMENTS

The County reserves the right to change any portion of the work required under this Contract, or amend such other terms and conditions that may be necessary. All such revisions shall be accomplished in the following manner:

- 8.1 A Change Notice shall be prepared, and executed by the Contractor and the Director for any changes, deemed by the Director as necessary for the proper maintenance of the area, and which affect the Contractor's service requirements set forth in Exhibit B-2, and any corresponding changes in the Contract Sum, not to exceed the annual contract amount plus 10%.
- 8.2 For any change which affects any other term or condition included in this Contract, or any changes in the Contractor's service requirements as set forth in Exhibit B-2 that exceeds the annual contract amount plus 10%, excluding the provisions of Paragraph 5.4 (COLA) hereinabove, an Amendment shall be prepared therefore, executed by the Contractor, and thereafter by the County's Board of Supervisors.
- 8.3 The County's Board of Supervisors, Chief Executive Officer, or designee may require the addition of and/or change certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such orders, an Amendment to the Contract shall be prepared and executed by the Contractor and the Director.
- 8.4 The Director may, at his sole discretion, authorize extensions of time as defined in Section 4.0, Term of Contract, of this Contract. The Contractor

agrees that such extensions of time shall not change any other term or condition of this Contract during the periods of such extensions. To implement an extension of time, a "Notice to Extend" letter shall be prepared and executed by the Director.

- 8.5 The County at any time and upon written notice to Contractor, may substitute the Department of Public Works as the County department responsible for administration, enforcement, and oversight of this Contract, in place of the Department of Parks and Recreation.

9.0 STANDARD TERMS AND CONDITIONS

9.1 ASSIGNMENT AND DELEGATION

9.1.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at the County's sole discretion, against the claims, which the Contractor may have against the County.

9.1.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the County in accordance with applicable provisions of

this Contract.

9.1.3 If any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

9.2 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

9.3 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence,

the Contractor shall continue to provide all of the services set forth in this Contract.

9.4 COMPLAINTS

- 9.4.1 Within ten (10) business days after the effective date of this Contract, the Contractor shall provide the County with its plan for receiving, responding and abating all inquiries and complaints received from the Director, County personnel, or patrons using the facilities. The County will review and approve said plan or request changes. If changes are requested, the Contractor shall resubmit the revised plan within five (5) business days for approval. Changes by the Contractor must first be approved by the County before implementation.
- 9.4.2 During the term of this contract, the Contractor shall maintain an office located in the Los Angeles Metropolitan Area. In addition, the Contractor shall maintain a telephone at the office that is listed in the telephone directory in its own name or in the firm name by which it is most commonly known.
- 9.4.3 During normal business hours, Contractor shall have a responsible employee(s) to receive all inquiries and complaints that may be received from the Director, County personnel or patrons using the facilities and take the necessary action. An answering service shall be considered an acceptable substitute to full-time coverage, provided the Contractor is advised of any complaint within one (1) hour of receipt of such complaint by the answering service. The Contractor's employee(s) responsible for providing the maintenance services shall be available for notification through electronic communications during normal business hours.
- 9.4.4 During normal days and hours of operation, whenever immediate action is required to prevent impending injury, death or property

damage to the facilities being maintained, the County may, after a reasonable attempt to notify the Contractor, cause such action to be taken by the County work force and shall charge the cost thereof as determined by the Director, against the Contractor, or may deduct such cost from an amount due to the Contractor from the County.

- 9.4.5 The Contractor shall maintain a written log of all complaints. The log shall include the name of the employee logging the complaint, the date and time of the complaint, the facility where the complaint is about, a description of the complaint, the name and address of the complainant, and the action taken or the reason for non-action. The log of complaints shall be submitted monthly with the Contractor's invoice and shall be open to the inspection of the Director at all reasonable times.
- 9.4.6 All complaints shall be abated as soon as possible after notification; but in all cases within 24 hours, to the satisfaction of the Director. If any complaint is not abated within 24 hours, the Director shall be notified immediately of the reason for not abating the complaint followed by a written report to the Director within five (5) days. If the complaints are not abated within the time specified or to the satisfaction of the Director, the Director may correct the specific complaint and the total cost incurred by the County will be deducted and forfeit from the payments owing to the Contractor from the County.
- 9.4.7 Contractor shall provide and maintain at its own expense an active local or toll free telephone number to make sure that emergency calls can be received. The Contractor or his/her designated person shall ensure that emergency calls can be received after normal business hours on a 24 hour, seven (7) days a week basis. The Contractor or his/her designee shall maintain a cell phone, answering service, beeper or electronic

mail communication device to receive and respond to all calls in the event of an emergency.

9.5 COMPLIANCE WITH APPLICABLE LAW

9.5.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

9.5.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

9.6 COMPLIANCE WITH CIVIL RIGHTS LAWS

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000(e)(1) through 2000(e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Exhibit D, Contractor's EEO Certification.

9.7 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

9.7.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is

attached as Exhibit H and incorporated by reference into and made a part of this Contract.

9.7.2 Written Employee Jury Service Policy

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of fifty-thousand dollars (\$50,000) or more in any 12 month period under one (1) or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less

within a 12 month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this Subparagraph. The provisions of this Subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.
4. The Contractor's violation of this Subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

9.8 CONFLICT OF INTEREST

- 9.8.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.
- 9.8.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Subparagraph shall be a material breach of this Contract.

9.9 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

9.10 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

9.10.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to GainGrow@dpss.lacounty.gov to obtain a list of qualified GAIN/GROW job candidates.

9.10.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

9.11 CONTRACTOR RESPONSIBILITY AND DEBARMENT

9.11.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

9.11.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or

being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years, but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

9.11.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

9.11.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be

debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the Contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the

Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

9.11.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

9.12 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at the Contractor's place of business. The County's Child Support Services Department will supply the Contractor with the poster to be used.

9.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the posters can be found on the internet at www.babysafela.org.

9.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

9.14.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

9.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support,

pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

9.15 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

9.15.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contracts are currently in paying their property tax obligations (secured and unsecured toll) in order to mitigate the economic burden otherwise imposed upon County and its tax payers.

9.15.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain in compliance, with Los Angeles County Code Chapter 2.206.

9.16 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent(s) will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

9.17 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

9.17.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, appurtenances,

buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be completed according to the specifications and instructions provided by the Director and shall be completed immediately after the Contractor has become aware of such damage, but in no event later than 30 days after the occurrence.

9.17.2 All damage resulting from chemical operation, either spray-drift or lateral leaching, shall be corrected in accordance with the maintenance standards provided by the Director and the soil conditioned to insure its ability to support plant life.

9.17.3 If the Contractor fails to make timely repairs, the County may make any necessary repairs. All costs incurred by the County, as determined by the County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

9.18 EMPLOYMENT ELIGIBILITY VERIFICATION

9.18.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

9.18.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees

from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

9.19 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Section 8.0, and received via communications facsimiles, as legally sufficient evidence that such original signatures have been affixed to Change Notices and Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

9.20 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

9.21 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any

action brought hereunder shall be exclusively in the County of Los Angeles.

9.22 INDEPENDENT CONTRACTOR STATUS

9.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

9.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

9.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

9.23 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents and volunteers ("County Indemnities") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from

and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnities.

9.24 GENERAL PROVISIONS FOR ALL INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of the County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections 9.24 and 9.25 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

9.24.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to the County, and a copy of an Additional Insured endorsement confirming County Indemnities (defined below) have been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than ten (10) days prior to Contractor's policy expiration. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named

on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding \$50,000 dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.
- Certificates and copies of any required endorsements shall be sent to the Director, Attention: Contracts, Golf and Special Districts Division, 301 North Baldwin Avenue, Arcadia, CA 91007-2697 prior to commencing services under this Contract.
- Contractor also shall promptly report to County any injury or property damage, accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

9.24.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (County Indemnities) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County Indemnities' additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County Indemnities as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

9.24.3 Cancellation of or Changes in Insurance

Contractor shall provide County with, or Contractor's insurance policies shall contain, a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premiums and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

9.24.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material

breach of the Contract, upon which County immediately may withhold payment(s) due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

9.24.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

9.24.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in the excess of and not contribute to any Contractor coverage.

9.24.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights to recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

9.24.8 Subcontractor Insurance Coverage Requirements

Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall

require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

9.24.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

9.24.10 Claims Made Coverage

If any part of the Required Insurance is written on a claim made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

9.24.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

9.24.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standards ISO (Insurance Services Office, Inc.)

separation of insureds provision with no insured versus insured exclusions or limitations.

9.24.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County Indemnities shall be designated as an Additional Covered Party under any approved program.

9.24.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

9.25 INSURANCE COVERAGE REQUIREMENTS

9.25.1 Commercial General Liability

Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County Indemnities as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

9.25.2 Automobile Liability

Automobile Liability Insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos and the

transport of mobile equipment pursuant to this Contract, including owned, leased, hired, and/or non-owned autos and/or mobile equipment, as each may be applicable.

9.25.3 Workers Compensation and Employers Liability

Workers Compensation and Employers Liability Insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal occupational disease law.

9.26 INTERPRETATION OF MAINTENANCE SPECIFICATIONS

9.26.1 Should any misunderstanding arise, the Director will interpret this Contract. If the Contractor disagrees with the interpretation of the Director, the Contractor shall continue with the work in accordance with the Director's interpretation. Within 30 days after receipt of the interpretation, the Contractor may file a written request for a hearing before a Disputes Review Panel as provided hereinafter. The written request shall outline in detail the area of dispute.

9.26.2 The Disputes Review Panel will be appointed by the Director and will be composed of not less than three (3) County personnel having experience in the administration of landscape maintenance contracts. The panel will convene within one (1) week of appointment in order to hear all matters related to the dispute. The hearing will be informal and formal rules of evidence will not apply. The Panel will submit its recommendation to the Director, for his consideration, within one (1) week following the conclusion of the hearing. The Director shall render an interpretation based upon his review of the Panel's recommendation.

9.27 NONDISCRIMINATION AND AFFIRMATIVE ACTION

9.27.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

9.27.2 The Contractor shall certify to, and comply with, the provisions of Exhibit D, Contractor's EEO Certification.

9.27.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 9.27.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.
- 9.27.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 9.27.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Subsection 9.27 when so requested by the County.
- 9.27.7 If the County finds that any provisions of this Subsection 9.27 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- 9.27.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall,

at its sole option, be entitled to the sum of \$500 for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

9.28 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the Department of Parks and Recreation from acquiring similar, equal or like goods and/or services from other entities or sources.

9.29 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party, as set forth in Subparagraph 9.32 below and by

Notice to the County:

Name: Susan Sherman

Phone: 661-294-3580

Fax: 661-810-8249

Email: ssherman@parks.lacounty.gov

Notice to the Contractor:

David L. Melito

818-988-9696

818-988-4934

dmelito@conejocrest.com

9.30 NOTICES TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015. The notice is set forth in Exhibit G of this Contract.

9.31 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I (Safety Surrendered Baby Law) of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

9.32 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid. The address to be used for any given notice served by mail upon the Contractor shall be Conejo Crest Landscape, Inc. Attention: David L. Melito, 16435 Hart Street, Van Nuys, CA 91406. Any notice served by mail upon the County shall be addressed to the County of Los Angeles Department of Parks and Recreation, Attention: Contracts, Golf and Special Districts Division, 301 North Baldwin Avenue, Arcadia, CA 91007-2697, or such other place as may hereinafter be designated in writing to the Contractor by the Director. Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Director shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

9.33 PREVAILING WAGES

In accordance with the provisions of Article 2, Chapter 1, Part 7, Division 2 of the Labor Code, the State Department of Industrial Relations has ascertained the prevailing rate of per diem wages in the locality wherein the work is to be performed to be paid each craft or type of worker or mechanic needed to properly perform and complete the contemplated

work. The Prevailing Wage for Landscape Maintenance Laborers is set forth in Exhibit C of this Contract and the prevailing wage determination rates issued by the State Department of Industrial Relations for other craft or type of worker or mechanic that may be utilized to perform the specified work is on file with the Los Angeles County Department of Parks and Recreation, Project Management Agency, and all of these rates will apply to any Contract entered into pursuant thereto. Under the terms of the aforementioned sections, it will be required that no less than the rates so ascertained and set forth shall be paid to all laborers, workers or mechanics employed or engaged in said work. For each person so employed or engaged whether by the Contractor or any Subcontractor under him who is paid at a rate less than that specified for the particular work performed, the Contractor shall forfeit to the County as a penalty the sum of \$25 for each day or portion thereof for which said person was paid less than the specified prevailing wage. The provisions of Section 1775 of the Labor Code shall be complied with by the Contractor. Wages to be paid apprentices employed or engaged in the contemplated work shall be determined in the manner provided by Section 1777.5 of the Labor Code.

9.34 PUBLIC RECORDS ACT

9.34.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Subsection 9.36, Record Retention and Inspection/Audit Settlement, of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential",

or “proprietary.” The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 9.34.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret,” “confidential,” or “proprietary,” the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in an action or liability arising under the Public Records Act.

9.35 PUBLICITY

- 9.35.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- a. The Contractor shall develop all publicity material in a professional manner; and
- b. During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the Director. The County shall not unreasonably withhold written consent.

- 9.35.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided

that the requirements of this Subparagraph 9.35 shall apply.

9.36 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

9.36.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within 30 days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

- 9.36.2 Failure on the part of the Contractor to comply with any of the provisions of this Subparagraph 9.36 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- 9.36.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than the payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.
- 9.36.4 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the

County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to the Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

9.37 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

9.38 GREEN INITIATIVES

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Contractor shall

purchase, store, and use environmentally and human friendly products that are compatible with products used by County (Exhibit P). County shall determine and approve Contractor's products prior to their use.

9.39 REMEDIES/LIQUIDATED DAMAGES

9.39.1 If, in the judgment of the Director, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, at his option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director in a written notice describing the reasons for said action.

9.39.2 If the Director determines that there are deficiencies in the performance of this Contract that the Director deems are correctable by the Contractor over a certain time span, the Director will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director may: a) deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or b) deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the said specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is three percent (3%) of the monthly maintenance amount or \$100 per day, whichever is greater and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or upon giving five

(5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by completion of the work by an alternate source, whether it be County forces or a separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County. The action above shall not be construed as a penalty but as an adjustment of payment to the Contractor to recover County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

9.39.3 In addition to the remedies provided heretofore, this Contract may be terminated per Subsection 9.45, Termination for Default, of the Contract upon the Contractor's failure to correct deficiencies in a timely manner.

9.39.4 This Subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Subparagraph 9.39.2 above, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

9.40 RIGHT OF ENTRY

9.40.1 In the event this Contract is suspended or terminated in whole or in part, by the Board of Supervisors, the Board of Supervisors may instruct the Director to assume the responsibility of said Contract, employ the necessary workers, purchase materials and supplies as may be necessary for the proper performance of the work contracted. For the purpose of satisfying and/or mitigating damages arising from a breach of this Contract, any excess costs as determined by the Director, arising therefrom over and above the compensation set forth within this Contract, may be charged against the Contractor.

- 9.40.2 In the event of such suspension or termination, all moneys due to Contractor or retained as security under the terms of this Contract shall be retained by the County; but such retention will not release the Contractor from liability for failure to perform under the terms of this Contract.
- 9.40.3 If in the sole discretion or judgment of the Director, and in accordance with Subparagraph 9.39, Remedies/Liquidated Damages, of this Contract, the Contractor and/or its employee(s) are not properly performing the services required under this Contract, then the Contractor and/or all of its employees may be temporarily replaced by County personnel and payment to be made by the County may be suspended while the matter is being investigated. In addition, the total cost as determined by the Director, incurred by County personnel shall be deducted and forfeited from the monthly payment to the Contractor from the County.

9.41 SUBCONTRACTING

- 9.41.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance written approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.
- 9.41.2 If the Contractor desires to subcontract, the Contractor shall provide the following information along with its written request to subcontract promptly at the County's request:
- a. A description of the work to be performed by the subcontractor;
 - b. A draft copy of the proposed subcontract; and
 - c. Other pertinent information and/or certifications requested by the County.

- d. The Contractor shall ensure delivery of all such documents to the Department at the address provided in Subsection 9.32, Notices, before any Subcontractor employee may perform any work hereunder.
- 9.41.3 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 9.41.4 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.
- 9.41.5 The Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees.
- 9.41.6 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 9.41.7 In the event Director should consent to subcontracting:
 - a. each and all of the provisions of this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties; and
 - b. the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms and conditions of a prime contract with the County of Los Angeles.

All representations and warranties shall inure to the benefit of the County of Los Angeles."

9.41.8 The Contractor shall obtain all Certificates of Insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County, from each approved Subcontractor.

9.41.9 The Contractor shall indemnify, defend, and hold harmless County from any and all liability arising or resulting from the employment of any subcontractors and their employees in the same manner as for the Contractor's own employees.

9.42 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTIONS PROGRAM

9.42.1 Failure of Contractor to maintain compliance with the requirements set for in Paragraph 9.15 "Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provisions of this contract, failure of contractor to cure such default within ten (10) days of notice shall be grounds upon which county may terminate this contract and/or pursue debarment of Contractor, pursuant to County code chapter 2.206.

9.43 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Subparagraph 9.14, Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor

to cure such default within 90 calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Subparagraph 9.45, Termination for Default, and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

9.44 TERMINATION FOR CONVENIENCE BY COUNTY

9.44.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

9.44.2 After receipt of a Notice of Termination and except as otherwise directed by the County, the Contractor shall:

- a. Stop work under this Contract on the date and to the extent specified in such notice, and
- b. Complete performance of such part of the work as shall not have been terminated by such notice.

9.44.3 After receipt of a Notice of Termination, the Contractor shall submit to the Director, in the form and with the certification as may be prescribed by the County, its termination claim and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure of the Contractor to submit its termination claim and invoice within the time allowed, the County may determine, on the basis of information available to the County, the amount, if any, due to the Contractor in respect to the termination, and such determination shall be final. After such

determination is made, the County shall pay the Contractor the amount so determined.

9.44.4 Subject to the provisions of the paragraph immediately above, the County and the Contractor shall negotiate an equitable amount to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause which amount may include a reasonable allowance for profit on services rendered but shall not include an allowance on services terminated. The County shall pay the agreed amount, provided that such amount shall not exceed the total funding obligated under this Contract as reduced by the amount of payments otherwise made and as further reduced by the contract price of services not terminated.

9.44.5 In the event that, following service of the Notice of Termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, that the default was excusable under provisions of this clause, or the Contractor has, to the satisfaction of the Director, cured any default, the Director shall issue, within five (5) business days, a rescission of the Notice of Termination, and the rights and obligations of the parties shall be the same as if the Notice of Termination had not been issued.

9.45 TERMINATION FOR DEFAULT

9.45.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, in the following circumstances:

- a. The Contractor has materially breached this Contract;
- b. The Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract;
- c. The Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or

of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

- 9.45.2 Upon the occurrence of Subparagraph 9.45.1, this Contract shall be subject to termination. As a condition precedent thereto, the Director shall give the Contractor a minimum of three (3) days notice by registered or certified mail or personal service of the date set for termination thereof; the grounds therefor; and that an opportunity to be heard thereon will be afforded on or before said termination date, if request is made therefor.
- 9.45.3 Notwithstanding the above, the Director, in his/her sole discretion, may refrain from recommending immediate termination of this Contract for default if the Director, in his/her sole discretion, determines that the default is capable of being cured and 1) the Contractor cures its default within a five (5) day period after notice is given, or 2) if the default cannot reasonably be cured within the five (5) days after notice is given, the Contractor reasonably commences to cure its default within the five (5) day period and diligently and in good faith continues to cure the default. If the Contractor fails to cure the default to the Director's satisfaction, the Director shall recommend termination for default to the Board of Supervisors.
- 9.45.4 In the event that the County terminates this Contract in whole or in part as provided in this section, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. Any excess costs, as determined by the Director, arising therefrom over and above the contract sum may be charged against the Contractor. The Contractor shall continue the performance of this

Contract to the extent not terminated under the provisions of this Subparagraph.

9.45.5 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Subparagraph 9.45.4 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of a public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Subparagraph 9.45.5, the term “subcontractor” and “subcontractors” mean subcontractor(s) at any tier.

9.45.6 In the event the County terminates this Contract in its entirety due to the Contractor’s default as provided in Subparagraph 9.45.1, the Contractor and the County agree that the County will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the County’s costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the Contractor and the County agree that the County shall, at its sole option and in lieu of the provisions of Subparagraph 9.45.2, be

entitled to liquidated damages from the Contractor, pursuant to California Civil Code Section 1671, in the amount of \$5,000 or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the County for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the County by cash payment upon demand or, at the sole discretion of the Director, or designee, deducted from any amounts due to the Contractor by the County, whether under this Contract or otherwise. These liquidated damages shall be in addition to any credits, which the County is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall not in any way change, or affect the provisions of Subsection 9.23, Indemnification.

9.45.7 In the event that, following service of the Notice of Termination of this Contract, it is determined for any reason that the Contractor was not in default under the provisions of this Subparagraph 9.45, that the default was excusable under provisions of this Subparagraph 9.45, or Contractor has, to the satisfaction of the Director, cured any default, the Director shall issue, within five (5) business days, a rescission of the Notice of Termination, and the rights and obligations of the parties shall be the same as if the Notice of Termination had not been issued.

9.45.8 The rights and remedies of the County provided in this Subparagraph 9.45 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.46 TERMINATION FOR IMPROPER CONSIDERATION

9.46.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any

County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

9.46.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

9.46.3 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

9.47 TERMINATION FOR INSOLVENCY

9.47.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- a. Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- b. The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- c. The appointment of a Receiver or Trustee for the Contractor; or
- d. The execution by the Contractor of a general assignment for

the benefit of creditors.

9.47.2 The rights and remedies of the County provided in this Subsection 9.47 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.48 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

9.49 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

9.50 TERMINATION UPON TRANSFER OF TITLE, MAINTENANCE RESPONSIBILITY

Notwithstanding any other provision of this Contract, the County reserves the right to transfer title, maintenance responsibility of one or more of the zones described in Section 2.0, Zone(s) to be maintained of the Statement

of Work, Exhibit B-2 to this Contract (hereinafter, "Exhibit B-2, Section 2.0, Zone(s) to be Maintained").

9.50.1 In the event the County transfers title of the zones described in Exhibit B-2, Section 2.0, Zone(s) to be Maintained, to a governmental agency (assignee), the County reserves the right to terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of termination or assignment of this Contract pursuant to this provision; or

9.50.2 In the event that the County transfers maintenance responsibility for all or a portion(s) of the zones described in Exhibit B-2, Section 2.0, Zone(s) to be maintained, the County reserves the right to:

9.50.2.1 Terminate this Contract or, provided there is consent by an assignee, assign the County's interest in this Contract to said assignee. The County shall provide the Contractor with notice of termination or assignment of this Contract pursuant to this provision; or

9.50.2.2 Delete transferred portion(s) of the Zone(s) from the Contract or, provided there is consent by assignee, assign those portion(s) of the Contract dealing with the transferred portion(s) of the Zone(s) to said assignee and reduce the sum of the Contract pro tanto. The County shall provide the Contractor with notice of deletion or assignment of said portion(s) of the Zone(s) from this Contract pursuant to this provision.

9.50.3 In the event the County closes the facility described in Exhibit B-1, Section 2.0, Zone(s) to be maintained, the County reserves the right to terminate this Contract upon the effective date of such

closure. Upon the effective date of closure, the Contractor shall immediately cease its operations, and within 15 days therefrom remove all items of its personal property, equipment and inventory. The County shall provide advance notice to the Contractor of such closure.

9.51 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

9.52 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Subparagraph 9.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9.53 WARRANTY AGAINST CONTINGENT FEES

9.53.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

9.53.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.54 CONTRACTOR PERFORMANCE HISTORY

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

9.55 TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

10.0 UNIQUE TERMS AND CONDITIONS

10.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM

10.1.1 Living Wage Program:

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

10.1.2 Payment of Living Wage Rates.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County,

including, without limitation, "Travel Time" as defined below in Subsection 5 of this Subparagraph 10.1.2, under the Contract:

- a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this Subparagraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this Subparagraph. The provisions of this Subparagraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual, who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number

of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.
5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this

Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

10.1.3 Contractor's Submittal of Certified Monitoring Reports.

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County as Exhibit K and Exhibit L hereto, or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall

promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

10.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

10.1.5 County Auditing of Contractor Records.

Upon a minimum of 24 hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of five (5) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

10.1.6 Notifications to Contractor and Employees.

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

10.1.7 Enforcement and Remedies.

If the Contractor fails to comply with the requirements of this Subparagraph, the County shall have the rights and remedies described in this Subparagraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.
2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such

breach, the County may, in its sole discretion, exercise any or all of the following rights or remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Contractor's employee per day for each and every instance of an underpayment to an employee. The County may deduct any assessed

liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this Subsection, the County may, in its sole discretion, bar the Contractor from the award of future County contracts as described in Section 9.11.

10.1.8 Use of Full-Time Employees.

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

10.1.9 Contractor Retaliation Prohibited.

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or

private agency, entity or person. A violation of the provisions of this Subparagraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

10.1.10 Contractor Standards.

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

10.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six (6) months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:
 - a. Has been convicted of a crime related to the job or his or her performance; or

- b. Fails to meet any other County requirement for employees of a Contractor.
- 3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

10.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

10.2 COMPLIANCE WITH THE COUNTY'S SMOKING BAN ORDINANCE

This Agreement is subject to the provisions of the County's ordinance entitled Los Angeles County Code Title 17, Parks, Beaches, and Other Public Places, prohibiting smoking at County Parks ("Smoking Ban Ordinance", Exhibit Q) as codified in Sections 17.04.185 through 17.04.650 of the Los Angeles County Code.

11.0 ENTIRE CONTRACT

This document and the Exhibit(s) attached hereto constitute the entire contract between County and Contractor and its subcontractors, if any for the landscape maintenance services to be provided for the Stevenson Ranch Area Zones 1, 25, and 66. All other agreements, promises and representations with respect thereto, other than those contained herein, are expressly revoked, as it has been the intention of the parties to provide for a complete integration within the provisions of this document, and the Exhibit(s) attached hereto, the terms, conditions, promises and covenants relating to the landscape maintenance services of Stevenson Ranch Area Zones 1, 25 and 66. The unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions thereof unenforceable, invalid or illegal. No change to this Contract shall be valid unless prepared pursuant to Subparagraph 8.0 – Changes Notices and Amendments and signed by both parties.

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IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chairman of said Board and attested to by the Executive Officer-Clerk of the Board of Supervisors thereof, the day, month and year first above written.

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By Carla Little
Deputy

COUNTY OF LOS ANGELES

By Don Knabe
Doh Knabe
Chairman, Board of Supervisors



CONTRACTOR

By David L. Melito
David L. Melito, Operations Manager
Conejo Crest Landscape, Inc.

ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

By Carla Little, Deputy

APPROVED AS TO FORM:

JOHN KRATTLI
County Counsel

By Christina A. Salseda
Christina A. Salseda
Principal Deputy County Counsel

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 SEP 09 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

STATE OF CALIFORNIA }
 } s.s.
COUNTY OF LOS ANGELES }

On this 18TH day of August, 2014, before me,
Dean C. Logan, the Registrar-Recorder/County Clerk of the County of Los Angeles,
personally appeared David Melito, as the Operations Manager of
Conejo Crest Landscape, Inc. personally known to me (or proved to me on the basis
of satisfactory evidence) to be the person whose name is subscribed to the within instrument
and acknowledged to me that the person executed the same in his/her authorized capacity,
and that by his/her signature on the instrument the Corporation upon behalf of which the
person acted, executed the instrument.

WITNESS my hand and official seal.



Dean C. Logan
Registrar-Recorder/County Clerk
County of Los Angeles

By 
Deputy County Clerk

**EXHIBIT 15B
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

**Landscaping and Lighting Act District No. 1
Group No. 2
Zone No. 1 (Stevenson Ranch, Area-Wide)**

IMPORTANT: See a list of 4 disclosures at the end of this Exhibit 15B.

	<u>FREQUENCY</u>	<u>COST PER FREQUENCY</u>	<u>ANNUAL COST</u>
A. TURF CARE WITHIN CENTER MEDIANS (Approximately 1.09 acre)			
1. Irrigation Maintenance/Management Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.	52	\$ 117.00	\$ 6,084.00
2. Mowing and Edging Mow and edge as scheduled from January through December.	43	\$ 92.00	\$ 3,956.00
3. Aeration 1/2 times Operation to occur in May and to include clean-up approximately 15 acres	1	\$ N/A	\$ 474.00
4. Verticut, Overseed and Top Dress Operation to occur in October and to include clean-up approx 15 acres	1	\$ N/A	\$ 3,798.00
5. Fertilization			
a. Mechanical Broadcast Fertilize in March and April using 82 (50lb) bags of Best 16-6-8 with 0.20% Dimension per application/frequency within 15 acres of turf areas	2	\$ 187.00	\$ 374.00
b. Mechanically Broadcast Fertilize in May and September using 87 (50lb) bags of Best Triple fifteen 15-15-15 fertilizer per application/frequency within 15 acres of turf areas	2	\$ 169.00	\$ 338.00
c. Mechanically Broadcast Fertilize in October and November using 82 (50lb) bags of Best Turf Supreme 16-6-8 per application/frequency within 15 acres of turf areas	2	\$ 174.00	\$ 338.00
6. Provide insect, disease and weed control	As needed	\$ N/A	\$ 647.00
Turf Care within Center Medians Total On-Going Costs Per Year			\$ 16,019.00
B. ANNUAL COLOR WITHIN CENTER MEDIANS (Approx. 0.11 acre or 4,792 sq. ft.)			
1. Installation of annual color Install in March, June, September and November.	4	\$ 330.00	\$ 1,320.00
2. Fertilization Hand Broadcast Fertilize one month after each annual color installation, using 1 50-pound-bag of the Super Iron 9-9-9 fertilizer, per application/frequency within 4,792 sq. ft. of annual color areas.	4	\$ 23.00	\$ 92.00
3. Disease and pest control	As needed	\$ N/A	\$ 210.00
Annual Color within Center Medians Total On-Going Costs Per Year			\$ 1,622.00
C. IRRIGATED PLANTED MEDIANS (SUBTERRANEAN IRRIGATION) (Approx. 0.21 acre of planted medians, irrigated by subterranean type irrigation system)			
1. Irrigation Maintenance/Management			
a. Inspect weekly for leaks and breaks and repair as needed, Jan-Dec.	52	\$ 129.00	\$ 6,708.00
b. Replace all filters 1 time a year - March.	4	\$ 207.00	\$ 828.00
c. Flush system on monthly basis.	12	\$ 103.00	\$ 1,236.00

2. Edging Edge ground cover.	12	\$ 105.00	\$ 1,260.00
3. Fertilization			
a. Mechanically Broadcast	1	\$ 56.00	\$ 56.00
Fertilize in March using 2 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.21 acre of the subterranean irrigation areas.			
Hand water in.			
b. Mechanically Broadcast	2	\$ 21.00	\$ 42.00
Fertilize in April and October, using 1 50-pound-bags of the "Best" Supreme 16-6-8 fertilizer, per application/frequency within 0.21 acre of the subterranean irrigation areas.			
Hand water in.			
c. Mechanically Broadcast	1	\$ 46.00	\$ 46.00
Fertilize in May, using 2 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.21 acre of the subterranean irrigation areas.			
Hand water in.			
4. Weed Control	As needed	\$ N/A	\$ 133.00
Provide manual/chemical control to keep total area relatively weed free.			
5. Pruning/Trimming			
a. Shrubs	6	\$ 132.00	\$ 792.00
Prune shrubs as scheduled.			
b. Ground Cover	6	\$ 114.00	\$ 684.00
Trim ground cover as scheduled.			
6. Shrub/ground cover insect and disease control	As needed	\$ N/A	\$ 108.00
Irrigated Planted Medians (Subterranean Irrigation) Total On-going Costs per Year			\$ 11,893.00

D. TREE CARE (OF ORNAMENTAL TREES)
(Approx. 100 medium size ornamental trees)

1. Tree Maintenance	As needed	\$ N/A	\$ 1,444.00
2. Pruning	1	\$ 7,983.00	\$ 7,983.00
Annually prune all 100 medium size trees (identified by County Landscape Contract Monitor), as scheduled, Oct-Feb.			
3. Insect and disease control of ALL varieties of trees	As needed	\$ N/A	\$ 707.00
Tree Care (of Ornamental Trees) Total On-Going Costs Per Year			\$ 10,134.00

E. STAMPED CONCRETE MAINTENANCE (WITHIN CENTER MEDIANS)
(Approximately 0.24 acre)

1. Remove weeds (manually/chemically)	As needed	\$ N/A	\$ 313.00
Stamped Concrete Maintenance (within Center Medians) Total On-Going Costs Per Year			\$ 313.00

FOUR IMPORTANT DISCLOSURES:

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this Exhibit 15B.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this Exhibit 15B must correspond with weekly county-job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this Exhibit 15B (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

COST SUMMARY & ESTIMATED HOURS

Landscape Category		Estimated Annual Hours ⁽¹⁾	Annual Cost
A.	Turf Care within Center Medians (approx. 1.09 acre)	731	\$ 16,019.00
B.	Annual Color within Center Medians (approx. 0.11 acre or 4,792 sq. ft.)	74	\$ 1,622.00
C.	Irrigated Planted Medians - Subterranean Irrigation (approx. 0.21 acre)	543	\$ 11,893.00
D.	Tree Care of Ornamental Trees	463	\$ 10,134.00
E.	Stamped Concrete Maintenance within Center Medians (approx. 0.24 acre)	15	\$ 313.00
TOTAL		1,826	\$ 39,981.00

(1) Hours must correspond with your Staffing Plan

EXHIBIT 15B
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES

Landscaping and Lighting Act District No. 2
Group No. 2
Zone No. 25 (Stevenson Ranch)

IMPORTANT: See a list of 4 disclosures at the end of this Exhibit 15B.

	<u>FREQUENCY</u>	<u>COST PER FREQUENCY</u>	<u>ANNUAL COST</u>
A. TURF CARE (Approximately 15 acres)			
1. Irrigation Maintenance/Management Conventional irrigation, manual/automatic control system. Repair as needed. Scope of work to include but shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification. Run Calsense alerts report via Calsense.net weekly or as needed.	52	\$ 467.00	\$ 24,284.00
2. Mowing and Edging Mow and edge as scheduled from January through December.	52	\$ 1,131.00	\$ 58,812.00
3. Aeration 1/2 Times Operation to occur in May and to include clean-up approx. 15 acres	1	\$ 670.00	\$ 670.00
4. Verticut, Overseed and Top Dress Operation to occur in October and to include clean-u approx. 15 acres	2	\$ 9,801.00	\$ 19,602.00
5. Fertilization a. Mechanically Broadcast Fertilize in March and April using 82 (50 lb) bags of Best 16-6-8 with 0.20% Dimension per application/frequency	2	\$ 1,722.00	\$ 3,444.00
b. Mechanically Broadcast Fertilize in May and September using 87 (50 lb) bags of Best 15-15-15 per application/frequency	2	\$ 1,827.00	\$ 3,654.00
c. Mechanically Broadcast Fertilize in October and November using 82 (50lb) bags of Best Turf supreme 16-6-8 per application/frequency	2	\$ 1,550.00	\$ 3,100.00
6. Provide insect, disease and weed control	As needed	\$ N/A	\$ 721.00
Turf Care Total On-Going Costs Per Year			\$ 114,287.00

B. IRRIGATED PLANTED SLOPES/FLAT AREAS

(Approx. 219 acres, including 211 acres of conventional and 8 acres of point irrigation)

1. Irrigation Maintenance/Management Conventional and point irrigation, manual/automatic control system. Repair as needed. Scope of work to include by shall not be limited to visual system check including valve box integrity, test for operability, inspect and make adjustments, provide for ongoing repair of system components, respond to intermittent malfunctions, perform backflow maintenance, and perform annual backflow certification.			
a. Maintain <i>Conventional</i> Irrigation System (Approx. 211 acres of conventional)	52	\$ 2,129.00	\$ 110,708.00
b. Maintain <i>Point</i> Irrigation System (Approx. 8 acres of point)	52	\$ 80.00	\$ 4,160.00
2. Fertilization a. Using the automatic fertilization system Fertilize in March and July using 218 (25 lb) bags of Grow Power Plus 12% Sulfur 12-12-12 per application/frequency	2	\$ 5,668.00	\$ 11,336.00
b. Using the automatic fertilization system Fertilize in May using 218 (25 lb) bags of Best Triple Fifteen 15-15-15 per application/frequency	1	\$ 4,578.00	\$ 4,578.00

c. Using the automatic fertilization system	1	\$ 6,322.00	\$ 6,322.00
Fertilize in September using 218 (25lb) bags of Cool Season High P&K 10-20-30 per application/frequency			
3. Weed Control	As needed	\$ N/A	\$ 165,438.00
Provide manual/chemical control to keep total area relatively weed free.			
4. Pruning/Trimming			
a. Shrubs	6	\$ 19,301.00	\$ 115,806.00
Prune shrubs as scheduled.			
b. Ground Cover	6	\$ 8,271.00	\$ 49,626.00
Trim ground cover as scheduled.			
5. Shrub/ground cover insect and disease control	As needed	\$ N/A	\$ 694.00
Irrigated Planted Slopes/Flat Areas Total On-going Costs per Year \$ 468,668.00			

C. TREE CARE (OF ORNAMENTAL TREES)

(Approx. 10,500 ornamental trees, incl. 2,000 large, 5,000 medium and 3,000 small size trees)

1. Tree Maintenance	As needed	\$ N/A	\$ 12,240.00
2. Pruning	1	\$ N/A	\$ 149,293.00
Annually prune 1/2 of all trees per year (identified by County Landscape Contract Monitor), as scheduled, Oct-Feb.			
3. Insect and disease control of ALL varieties of trees	As needed	\$ N/A	\$ 947.00
Tree Care (of Ornamental Trees) Total On-Going Costs Per Year \$ 162,480.00			

D. OAK TREE CARE

(Approx. 20 specimen oak trees)

1. Management/Maintenance/Disease Control of Oak Trees	As needed	\$ N/A	\$ 8,455.00
As scheduled, per SOW, Exhibit B-10, Oak Tree Mitigation Management and Requirement: Provide yearly Certified Arborist report June-August			
Oak Tree Care Total On-Going Costs Per Year \$ 8,455.00			

E. FIRE PROTECTION (Approximately 30 acres) see Exhibit B-11

Brush Clearance/Weed Abatement

Provide general brush clearance/weed abatement as scheduled in May - June.

1	\$ N/A	\$ 14,150.00
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Fire Protection Slopes Total On-Going Costs Per Year \$ 14,150.00

F. NATURAL AREA (Approximately 20 acres)

Visual inspection

Provide pick-up of debris and litter, and removal off site.

12	\$ 71.00	\$ 852.00
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Natural Area Visual Inspection and Trash Removal Total On-Going Costs Per Year \$ 852.00

G. DOGGIE STATIONS MAINTENANCE (27 Doggie Pot Stations)

1. Replace doggie trash bags	52	\$ 6.00	\$ 312.00
2. Remove/replace receptacles disposal bags	52	\$ 8.00	\$ 416.00

Doggie Stations' Maintenance Total On-Going Costs Per Year \$ 728.00

FOUR IMPORTANT DISCLOSURES:

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this Exhibit 15B.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this Exhibit 15B must correspond with weekly county-job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this Exhibit 15B (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

COST SUMMARY & ESTIMATED HOURS

Landscape Category	Estimated Annual Hours ⁽¹⁾	Annual Cost
A. Turf Care (approx. 15 acres)	5,212	\$114,287.00
B. Irrigated Planted Slopes/Flat Areas - Conventional and Point Irrigation (approx. 219 acres, including 211 acres of conventional and 8 acres of point irrigation)	21,371	\$468,668.00
C. Tree Care of Ornamental Trees	7,409	\$162,480.00
D. Oak Tree Care	386	\$8,455.00
E. Fire Protection Slopes (approx. 20 acres)	645	\$14,150.00
F. Natural Area (approx. 20 acres)	39	\$852.00
G. Doggie Stations' Maintenance	33	\$728.00
TOTAL	0	\$769,620.00
(1) Hours <u>must</u> correspond with your Staffing Plan	35,095	

**EXHIBIT 15B
PRICING AND BILLING SCHEDULE AND PERFORMANCE FREQUENCIES**

Landscaping and Lighting Act District No. 4
Group No. 2
Zone No. 66 (Valencia Marketplace)

IMPORTANT: See a list of 4 disclosures at the end of this Exhibit 15B.

	<u>FREQUENCY</u>	<u>COST PER FREQUENCY</u>	<u>ANNUAL COST</u>
A. IRRIGATED PLANTED MEDIANS (SUBTERRANEAN IRRIGATION) (Approx. 0.63 acre of planted medians, irrigated by subterranean type irrigation system)			
1. Irrigation Maintenance/Management			
a. Inspect weekly for leaks and breaks and repair as needed, Jan-Dec.	52	\$ 57.00	\$ 2,964.00
b. Replace all filters 1 time a year.	1	\$ N/A	\$ 207.00
c. Flush system on monthly basis.	12	\$ 103.00	\$ 1,236.00
2. Edging	12	\$ 105.00	\$ 1,260.00
Edge ground cover.			
3. Fertilization			
a. Mechanically Broadcast	1	\$ N/A	\$ 105.00
Fertilize in March using 5 50-pound-bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.63 acre of the subterranean irrigation areas. Hand water in.			
b. Mechanically Broadcast	2	\$ 163.00	\$ 326.00
Fertilize in April and October, using 4 50-pound-bags of the "Best" Supreme 16-6-8 fertilizer, per application/frequency within 0.63 acre of the subterranean irrigation areas. Hand water in.			
c. Mechanically Broadcast	2	\$ 140.00	\$ 280.00
Fertilize in May and December, using 4 50-pound-bags of the "Best" Triple Fifteen 15-15-15 fertilizer, per application/frequency within 0.63 acre of the subterranean irrigation areas. Hand water in.			
4. Weed Control	As needed	\$ N/A	\$ 148.00
Provide manual/chemical control to keep total area relatively weed free.			
5. Pruning/Trimming			
a. Ground Cover	6	\$ 145.00	\$ 870.00
Trim ground cover as scheduled.			
6. Ground cover insect and disease control	As needed	\$ N/A	\$ 124.00
Irrigated Planted Medians (Subterranean Irrigation) Total On-going Costs per Year			\$ 7,520.00

B. TREE CARE (OF ORNAMENTAL TREES)

(Approx. 100 ornamental trees, including 10 small size and 90 medium size)

1. Tree Maintenance	As needed	\$ N/A	\$ 5,527.00
2. Pruning	1	\$ N/A	\$ 2,484.00
Annually prune all 100 trees (identified by County Landscape Contract Monitor), as scheduled, Oct-Feb.			
3. Insect and disease control of ALL varieties of trees	As needed	\$ N/A	\$ 1,151.00

Tree Care (of Ornamental Trees) Total On-Going Costs Per Year \$ 9,162.00

C. STAMPED CONCRETE MAINTENANCE (WITHIN CENTER MEDIANS)

(Approximately 0.19 acre)

1. Remove weeds (manually/chemically)

As needed

\$ N/A

\$ 469.00

Stamped Concrete Maintenance (within Center Medians) Total On-Going Costs Per Year \$ 469.00**FOUR IMPORTANT DISCLOSURES:**

1. Landscape Contractor shall refer to the Contract's Scope of Work for other tasks to be performed under the regular maintenance.
2. As it relates to regular landscape maintenance, if there is a discrepancy between tasks/frequencies noted within this document, and tasks/frequencies described in the Contract's Scope of Work, Landscape Contractor must perform tasks/frequencies as shown in this Exhibit 15B.
3. A total number of estimated annual hours noted in the "Cost Summary & Estimated Hours" section of this Exhibit 15B must correspond with weekly county-job hours of the Staffing Plan form, submitted by contractor as a part of solicitation process.
4. All tasks, noted in this Exhibit 15B (including but not limited to installation of plants, replacement of filters, fertilization, etc.), include labor costs, materials, tax, shipping and handling, and overhead.

COST SUMMARY & ESTIMATED HOURS

	<u>Landscape Category</u>	<u>Estimated Annual Hours ⁽¹⁾</u>	<u>Annual Cost</u>
A.	Irrigated Planted Medians - Subterranean Irrigation (approx. 0.63 acre)	<u>343</u>	<u>\$7,520.00</u>
B.	Tree Care of Ornamental Trees	<u>418</u>	<u>\$9,162.00</u>
C.	Stamped Concrete Maintenance within Center Medians (approx. 0.19 acre)	<u>22</u>	<u>\$469.00</u>
	<u>TOTAL</u>	<u>783</u>	<u>\$ 17,151.00</u>

(1) Hours must correspond with your Staffing Plan

**EXHIBIT 16B
UNIT PRICE LIST**

**Landscaping and Lighting Act District Nos. 1, 2, and 4
Group No. 2
Zone No. 1 (Stevenson Ranch, Area-Wide), Zone No. 25 (Stevenson Ranch), and
Zone No. 66 (Valencia Marketplace)**

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

Unit prices shall be wholesale costs + percentage for overhead and profit.
Unit prices for additional work items (installed, unless otherwise specified):

1. Replacement of pop-up sprinkler (spray)	4" @ \$	30.00	ea.
	6" @ \$	32.00	ea.
	12" @ \$	36.00	ea.
2. Replacement of nozzle (pop-up sprinkler)	@ \$	3.00	ea.
3. Replacement of swing joint assembly	@ \$	18.00	ea.
4. Replacement of riser (sch 80) 1/2"	4" @ \$	4.00	ea.
	6" @ \$	6.00	ea.
	8" @ \$	8.00	ea.
	12" @ \$	9.00	ea.
	18" @ \$	12.00	ea.
5. Replacement of gear driven spray (shrub)	@ \$	24.00	ea.
6. Replacement of gear driven pop-up	4" @ \$	34.00	ea.
	6" @ \$	38.00	ea.
	12" @ \$	45.00	ea.
7. Replacement of bubbler only 0.25 gpm-2.0 gpm	@ \$	3.00	ea.
8. Replacement of reducer (adaptor) 3/4 mt x 1/2 ft.	@ \$	2.00	ea.
9. Replacement of PVC pipe UVR (In ft.)	1/2" @ \$	1.00	ea.
	3/4" @ \$	1.25	ea.
	1" @ \$	1.50	ea.
	1 1/4" @ \$	1.60	ea.
	1 1/2" @ \$	2.00	ea.
	2" @ \$	3.00	ea.
10. Replacement of PVC sch 40 pipe (In ft.)	1/2" @ \$	1.50	ea.
	3/4" @ \$	1.80	ea.
	1" @ \$	2.75	ea.

**EXHIBIT 16B
UNIT PRICE LIST**

**Landscaping and Lighting Act District Nos. 1, 2, and 4
Group No. 2
Zone No. 1 (Stevenson Ranch, Area-Wide), Zone No. 25 (Stevenson Ranch), and
Zone No. 66 (Valencia Marketplace)**

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

Unit prices shall be wholesale costs + percentage for overhead and profit.

Unit prices for additional work items (installed, unless otherwise specified):

	1 1/4" @ \$	2.85	ea.
	1 1/2" @ \$	3.00	ea.
	2" @ \$	3.50	ea.
11. Replacement of irrigation control valve with Superior valve	1" @ \$	310.00	ea.
	1 1/4" @ \$	345.00	ea.
		375.00	
	1 1/2" @ \$	395.00	ea.
	2" @ \$	425.00	ea.
12. Replacement of diaphragm	@ \$	95.00	ea.
13. Replacement of solenoid	@ \$	105.00	ea.
14. Replacement of drip 5/8" (ln ft.)	@ \$	1.10	ea.
15. Replacement of LOC-Eze coupling 5/8"	@ \$	1.00	ea.
16. Replacement of 35 GPM filter 1"	@ \$	12.00	ea.
17. 1 gallon shrub planted	@ \$	12.00	ea.
18. 5 gallon shrub planted	@ \$	35.00	ea.
19. 5 gallon tree planted (stakes included)	@ \$	48.00	ea.
20. 15 gallon tree planted (stakes included)	@ \$	135.00	ea.
21. 24" box tree planted (stakes included)	@ \$	350.00	ea.
22. 36" box tree planted (stakes included)	@ \$	750.00	ea.
23. Flat of ground cover planted	@ \$	30.00	ea.
24. Flat of liner stock planted	@ \$	30.00	ea.
25. Sod (sq. ft.) installed	@ \$	2.00	ea.
26. Flat of annual color planted	@ \$	30.00	ea.
27. Flat of annual color not planted	@ \$	16.00	ea.
28. Jute netting (sq. ft.) installed	@ \$.40	ea.

EXHIBIT 16B
UNIT PRICE LIST

Landscaping and Lighting Act District Nos. 1, 2, and 4
Group No. 2
Zone No. 1 (Stevenson Ranch, Area-Wide), Zone No. 25 (Stevenson Ranch), and
Zone No. 66 (Valencia Marketplace)

THE FOLLOWING PRICES ARE HEREBY MADE A PART OF THIS AGREEMENT

Unit prices shall be wholesale costs + percentage for overhead and profit.
Unit prices for additional work items (installed, unless otherwise specified):

29. Earth Premium Grade Mulch (cubic yard) distributed	@ \$	110.00	ea.
30. Pruning of palm tree (large-size)	@ \$	350.00	ea.
31. Pruning of palm tree (medium-size)	@ \$	275.00	ea.
32. Pruning of palm tree (small-size)	@ \$	200.00	ea.
33. Pruning of ornamental tree (large-size)	@ \$	800.00	ea.
34. Pruning of ornamental tree (medium-size)	@ \$	550.00	ea.
35. Pruning of ornamental tree (small-size)	@ \$	225.00	ea.
36. Aeration 1/2" Tines (1 acre)	@ \$	655.00	ea.
37. Verticut (1 acre)	@ \$	1,307.00	ea.
38. Overseed and top dress (1 acre)	@ \$	2,820.00	ea.
39. Brush clearance (1 acre)	@ \$	1,200.00	ea.
40. Weed Abatement (1 acre)	@ \$	950.00	ea.
41. Repair D.G. path (100 sq.ft)	@ \$	125.00	ea.
42. Hourly rate for laborer	@ \$	28.00	ea.
43. Hourly rate for irrigation technician	@ \$	55.00	ea.
44. Hourly rate for foreman	@ \$	32.00	ea.

APPENDIX B – 1 STATEMENT OF WORK

ADMINISTRATIVE SPECIFICATIONS

1. GENERAL REQUIREMENTS

- 1.01 Contractor shall thoroughly complete each task in a professional, workmanlike manner. To this end, he will use quality equipment and materials that comply with all current regulations. The safety of workers, passersby, and the public shall be paramount.
- 1.02 Contractor shall provide the labor, materials, and equipment necessary for the provision of grounds and landscape maintenance services, except as otherwise specified hereinafter. Tasks shall be performed with nothing but the highest of standards at no less than the frequencies set forth herein.
- 1.03 Contractor is hereby required to render and provide grounds maintenance services including, but not limited to, turf mowing, edging, trimming, overseeding, reseeding, fertilization, aeration, irrigation, hand watering and bleeding of valves as necessary during emergencies when automatic systems are not functioning, pruning and renovation of turf and shrub areas as well as provide weed control, disease control, tree maintenance, maintenance of irrigation systems including backflow prevention devices, repair of walkways, pumps, walkway lighting systems and the necessary maintenance of any appurtenant structures and equipment pursuant to specifications and frequencies established by the County of Los Angeles Department of Parks and Recreation, as set forth herein or revised by County. The specific frequencies per site are identified in Exhibits 15A and 15B. Appendix C, Pricing and Billing Schedule and Performance Frequency govern the Contractor's completion of required operations.
- 1.04 Contractor shall not work or perform any operations, particularly during periods of inclement weather, which may destroy or damage groundcover, athletic or turf areas.

- 1.05 The Contractor recognizes, that during the course of this Agreement, other activities and operations may be conducted by County work forces and other contracted parties. These activities may include, but not be limited to, landscape refurbishment, irrigation system modification or repair, construction and/or storm related operations. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request therefore by the Director.
- 1.06 Contractor shall, during the hours and days of maintenance service, as identified in Section 7, thereafter respond to all emergencies within two (2) hours of notification.
- 1.07 Contractor shall be required to clearly identify and equip each vehicle used at said facilities with decals on the exterior right and left front door panels identifying the Contractor's name, and phone number.

2. ZONE(S) TO BE MAINTAINED

- 2.01 The Zones to be maintained under the provisions of this Agreement are shown on Appendix B, B-9, Zone Maps, attached hereto and incorporated herein, and identified as:

GROUP 2: STEVENSON RANCH AREA

Exhibit B-9 (C-1 and C-2) – Stevenson Ranch, Area - Wide, Zone 1

Exhibit B-9 (D) - Stevenson Ranch, Zone 25

Exhibit B-9 (E) - Valencia Marketplace, Zone 66

These zones are landscaped with turf, groundcover, shrubs, and are irrigated by manual and/or automatic irrigation systems.

- 2.02 Contractor acknowledges personal inspection of the area/zone and the surrounding areas and has evaluated the extent to which the physical condition thereof will affect the services to be provided. Contractor accepts the premises in their present physical condition, and agrees to

make no demands upon County for any improvements or alterations thereof.

3. CERTIFICATIONS/REPORTS

3.01 Payroll and Prevailing Wage Report

Contractor shall complete a Payroll and Prevailing Wage Certification Report which shall be made available to the Director concurrent with the monthly invoicing. Contractor may use Appendix D, Technical Exhibits "Public Works Payroll Reporting Form" or provide the required information in a form acceptable to the Director. The monthly payment will not be made until such report is received and found acceptable by the Director.

3.02 Maintenance Function Report

Contractor shall maintain and keep current a report that records when all Periodic, Seasonal, and Additional Work, maintenance functions performed by Contractor's personnel were completed. Said report shall be in a form and content acceptable to the Director and will be made available to the Director upon request. The monthly payment may not be made if such report is requested and not made available or is in a form that is unacceptable to the Director.

3.03 Certification of Specialty Type Maintenance

When applicable, Contractor shall include with the monthly invoice, those specialty type maintenance items completed. The following information shall include but not be limited to:

- a. Quantity and complete description of all commercial and organic fertilizer(s) used.
- b. Quantity and label description of all grass seed used.
- c. Quantity and complete description of all soil amendments used.
- d. A valid licensed California Pest Control Advisor's recommendations and copies of corresponding Agricultural Commissioners Pesticide Use Reports signed by a licensed California Pest Control Operator for all chemical, disease and pest control work performed. The report shall be accompanied

by a listing of each material used, quantity used, the location of use, the date used, the person responsible for the report, the applicators name and the license number under which the applicator was operating.

3.04 Certified Monitoring Reports for Living Wage Program

Contractor shall submit to the County, certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

4. ADDITIONAL/ EXTRA WORK

4.01 The Director may at his discretion, without increasing the contract price as identified in Exhibits 15A and 15B, Appendix C "Pricing and Billing Schedule and Performance Frequency", modify the Contractor's On-Going Maintenance Task and Schedule when such work arises out of extraordinary incidents such as Acts of God or services required due to new or modification of existing area/zone. Contractor shall notify the County in writing on the same day of discovery of the damage due to extraordinary incidents such as Acts of God and third party negligence.

Failure of the contractor to notify the County promptly of these damages will require the Contractor to make repairs at its own costs.

- 4.02 Prior to performing any additional labor, the contractor shall submit a written estimate of the cost for performing such work. The Director may, upon review and approval of such estimate, authorize the Contractor to perform said work by the issuance of a written Work Order. After submittal of the bill, the Contractor shall be reimbursed only for the agreed upon cost estimate. Allowable cost elements for the replacement of shrubs, ground cover, trees and irrigation equipment shall be approved by the Director. In the event that the Contractor's written estimate is not approved, then the Director reserves the right to contract with a third party to perform such work. Notwithstanding the above authorization, when a condition exists wherein there is imminent danger of injury to the public or damage to property, the Director may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor.
- 4.03 All additional/extra work as provided for in Appendix A, Section 8.0, Change Notices and Amendments of the agreement shall commence on the specified date established and Contractor shall proceed diligently to complete said work within the time allotted.
- 4.04 Work arising from vandalism will not constitute additional/extra work, and will be covered under regular monthly maintenance.

5. CONTRACTOR'S DAMAGES

- 5.01 All damages incurred to existing facilities by the Contractor's operation shall be repaired or replaced at the Contractor's expense per Appendix A, section 9.37, Remedies/Liquidated Damages.
- 5.02 All such repairs or replacements shall be completed within the following time limits.
 - a. Irrigation damage shall be repaired or replaced within one watering cycle.

b. All damages to shrubs, trees, turf or groundcover shall be repaired or replaced within five (5) working days.

5.03 All repairs or replacements shall be completed in accordance with the following maintenance practices.

a. Trees

Minor damage such as bark lost from impact of mowing equipment shall be remedied by a qualified tree surgeon or arborist.

If damage results in loss of a tree, the damaged tree shall be removed and replaced to comply with the specific instructions of Director.

b. Shrubs

Minor damage may be corrected by appropriate pruning as required in the "Pruning and Hedge Trimming Operation" of the On-Going Maintenance Specifications.

Major damage shall be corrected by removal of the damaged shrub and replacement to comply with the provisions in "Plant Materials" of the Seasonal Specialty Task Specifications.

c. Chemicals

All damage resulting from chemical operation, either spray-drift or lateral-leaching, shall be corrected in accordance with the aforementioned maintenance practices and the soil conditioned to insure its ability to support plant life.

d. Appurtenances

All damage caused to components of the area/zone such as pumps, pump houses, doors, drainage structures, walkways, fences, light fixtures etc. from accidents or cumulative effects of incidents caused by the carelessness of Contractor's staff shall be immediately corrected at the Contractor's expense.

6. SAFETY

- 6.01 Contractor agrees to perform all work outlined in this Agreement in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all State, County, local or other legal requirements including but not limited to, full compliance with the terms of the applicable O.S.H.A. and CAL-O.S.H.A. Safety Orders at all times so as to protect all persons, including Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.
- 6.02 It shall be the Contractor's responsibility to inspect, and identify, any condition(s) that renders any portion of the area/zone unsafe, as well as any unsafe practices occurring thereon. The Director shall be notified immediately of any unsafe condition that requires major correction. Contractor shall be responsible for making minor corrections including, but not limited to; filling holes in turf areas and paving, using barricades or traffic cones to alert the public of the existence of hazards, replacing valve box covers, and securing the area/zone so as to protect members of the public or others from injury. During normal hours Contractor shall obtain emergency medical care for any member of the public who is in need thereof, because of illness or injury occurring within the landscape easement area. Contractor shall cooperate fully with County in the investigation of any accidental injury or death occurring on the premises, including a complete written report thereof to the Director within five (5) days following the occurrence.

7. HOURS AND DAYS OF MAINTENANCE SERVICES

- 7.01 The basic daily hours of maintenance service shall be as follows:
- a. For the months of November through April, 7:00 a.m. to 3:30 p.m.
 - b. For the months of May through October, 6:00 a.m. to 2:30 p.m.
- 7.02 Contractor shall provide adequate staffing to perform the required maintenance services during the prescribed hours five (5) days per week. Any changes in the days and hours of operation heretofore prescribed shall be subject to approval by the Director.
- 7.03 Per State of California Labor Code, Contractor is directed to the following prescribed requirement with respect to the hours of employment. Eight (8) hours of labor under this Agreement shall constitute a legal day's work and said Contractor shall not require or permit any laborer, worker or mechanic, or any subcontractor employed by him to perform any of the work described herein to labor more than eight (8) hours during any one day or more than forty hours during any one calendar week, except as authorized by Labor Code Section 1815, under penalty of paying to the County the sum of Twenty-Five Dollars (\$25) for each laborer, worker or mechanic employed in the execution of said Agreement by him, or any subcontractor under him, upon any of the work included in said Agreement for each calendar day during which such laborer, worker, technician, specialist or mechanic is required or permitted to labor more than eight (8) hours in any one calendar day or forty hours in any one calendar week, in violation of the provisions of Section 1811 to 1815, inclusive, of the Labor Code of the State of California.

8. MAINTENANCE SCHEDULES

- 8.01 Contractor shall, within ten (10) days after the effective date of this Agreement, submit a work schedule to the Director for review and approval. Said work schedule shall be set on an annual calendar identifying and delineating the time frames for the required functions by the day of the week, morning and afternoon. In addition, Contractor shall notify

the Director, in writing, at least two (2) weeks prior to the scheduled date and time for the eradication process of insects, ants, mollusks and disease control.

- 8.02 The Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the Director for his review, and if appropriate his approval, within five (5) working days prior to scheduled time for the work.
- 8.03 The above provisions are not construed to eliminate the Contractor's responsibility in complying with the requirements to notify the Director for Specialty Type maintenance as set forth immediately hereinafter.
- 8.04 Contractor shall notify the Director, in writing, at least two (2) weeks prior to the date and time of all "Specialty Type" maintenance operations. "Specialty Type" operations are defined as:
 - a. Fertilization
 - b. Turf renovation/reseeding
 - c. Micro-Nutrients/soil amendments
 - d. Spraying of trees, shrubs or turf
 - e. Aesthetic tree pruning
 - f. Other items as determined by the Director.

9. CONTRACTOR'S STAFF

- 9.01 The Contractor shall provide sufficient personnel to perform all work in accordance with the specifications set forth herein. Contractor's employees, whether assigned to any one area/zone or as part of a crew serving any number of areas/zones, shall include at least one individual who speaks and comprehends in the English language.
- 9.02 Contractor shall provide and maintain at its own expense an active local (to the Landscape Zone) or toll free telephone number to ensure that emergency calls can be received after normal business hours on a 24 hour, 7 day a week basis.

- 9.03 The Director may at any time give Contractor written notice to the effect that the conduct or action of a designated employee of Contractor is, in the reasonable belief of the Director, detrimental to the interest of the public within the landscape easement area. Contractor shall meet with representatives of the Director to consider the appropriate course of action with respect to such matter and Contractor shall take reasonable measures under the circumstances to assure the Director that the conduct and activities of Contractor's employees will not be detrimental to the interest of the public within the landscape easement area.
- 9.04 Director may require the Contractor to establish an identification system for personnel assigned to the facilities which clearly indicates to the public the name of the Contractor responsible for the landscape and grounds maintenance services. The identification system shall be furnished at the Contractor's expense and may include appropriate attire and/or name badges as specified by the Director.
- 9.05 The Contractor shall require each of his employees to adhere to basic public works standards of working attire. These are basically; uniforms, proper shoes and other gear required by State Safety Regulations, and proper wearing of the clothing. Shirts shall be worn at all times and buttoned.
- 9.06 The Contractor shall make readily available transportation to nearby toilet facilities to employees who are in the field during normal business hours. Toilet facilities must be clean and in good working order and supplied with adequate toilet paper.

10. SIGNS/IMPROVEMENTS

- 10.01 Contractor shall not post signs or advertising matter upon the premises or improvements thereon, unless prior approval therefore is obtained from the Director.

11. UTILITIES

11.01 The County shall pay for all utilities. However, water usage shall not exceed amount required to comply with irrigation schedules established by the Director. Contractor shall pay for all excessive utility usage due to Contractor's failure to monitor irrigation system malfunctions or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period. The excess cost factor, to be deducted from payments to Contractor from County will be presented to the Contractor by the Director prior to actual deduction to allow for explanations.

12. NON-INTERFERENCE

12.01 Contractor shall not interfere with the public use of the premises and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

13. NOISE

Contractor shall not prepare for or initiate any motorized operations or use any motorized equipment before 7:00 a.m.

14. USE OF CHEMICALS

14.01 All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by a Qualified Applicator under the direction of a Licensed Pest Control Advisor. Contractor, in complying with the California Food and Agricultural Code, shall provide a copy of a valid Pest Control Business License, a valid Pest Control Advisor's License and a Qualified Applicator's License prior to using any and all applicable chemicals within the area(s) to be maintained.

14.01.01 Contractor, in addition to complying with the California Food and Agricultural Code, must be registered with the Los Angeles

County Agricultural Commission. Contractor shall also be certified in categories D and E of the Pest Control Advisor's License and in category B of the Qualified Applicator's License

14.01.02 If Contractor does not possess a valid Pest Control Advisor's License with appropriate categories, Contractor, upon written consent of the Director per Section 9.39 of the Agreement, may subcontract this service.

14.01.03 If the chemical application is performed without the necessary Department approvals, including registration, licenses and permits, Director may deduct pro rata from Contractor's invoice applicable contract costs for chemical spraying.

14.01.04 The action above shall not be construed as a penalty but as an adjustment of payment to Contractor due to the failure of the Contractor to complete or comply with the provisions of this Agreement.

14.01.05 In addition to the remedies provided heretofore, this Agreement may be terminated per Appendix A, section 9.42, Termination for Default upon Contractor's failure to correct deficiencies in a timely manner.

14.02 A listing of proposed chemicals to be used including, commercial name, application rates and type of usage shall be submitted to the Director for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Director.

14.03 Chemicals shall be applied only by those persons possessing a valid California Certified Applicator's License. Application shall be in strict accordance with all governing regulations.

14.04 Records of all operations stating dates, times, methods of application, chemical formulations, applicators names and weather conditions shall be made and retained in an active file for a minimum of five (5) years. Contractor shall provide a chemical use report (site specific) with monthly billing. A copy of the PCA recommendation for each

application (site specific) shall be provided to the monitor and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.

- 14.05 All chemicals requiring a special permit for use must be registered with the County Agricultural Commissioner's Office and a permit obtained with a copy to the Los Angeles County Department of Parks and Recreation.
- 14.06 All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California shall be adhered to.
- 14.07 Chemicals shall be applied when air currents are still; preventing drifting onto adjacent property and preventing any toxic exposure to persons whether or not they are in or near the area of application.

EXHIBIT B-2 STATEMENT OF WORK

SPECIFICATIONS FOR THE PROVISION OF LANDSCAPE AND APPURTENANT MAINTENANCE SERVICES FOR LANDSCAPING AND LIGHTING ACT (LLA) DISTRICTS

1. TURF CARE

1.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 1 and 25)

Irrigation, including hand watering and bleeding of valves during an emergency situation, as required to maintain adequate growth rate and appearance and in accordance with a schedule most conducive to plant growth. Contractor shall have a minimum of two (2) personnel proficient in the operation and programming of Cal Sense Controllers. Contractor shall procure, (at contractor's expense estimated \$5,200), operate and maintain Cal Sense Command1 Central Computer System or Weather TRAC Controller Computer System at Contractor office throughout the duration of the contract. Contractor shall maintain eight (8) times per year Cal Sense ET GANEE per manufacturer's specifications. Contractor shall contact manufacturer for service and training at (800) 572-8608 on an as-needed basis. Contractor to provide Director with quarterly written irrigation schedule (Exhibit B-7 and B-8) attached hereto. Director shall have the ability to change the irrigation schedule. During winter months or when weather is 32 degrees or lower, contractor shall run irrigation booster pump once a week for a minimum of ten minutes. Adequate soil moisture will be determined by programming the automatic sprinkler controllers as follows:

1. Consideration must be given to the soil conditions, season temperatures, wind conditions, humidity, minimizing runoff and the relationship of conditions which affect day and night watering. This may include daytime watering during winter weather to prevent icy conditions and manual operation of the irrigation system during periods

- of windy or inclement weather. During freezing and/or windy conditions, automatic irrigation will be discontinued.
2. In areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night (between the hours of 7:00 p.m. and 6:00 a.m.).
 3. The Contractor shall be responsible for monitoring all systems within the jurisdiction of this specification and correct for: coverage, adjustment, clogging of lines, and removal of obstacles, including plant materials which obstruct the spray.
 4. The Contractor shall be responsible for but not limited to: visual system checks of conventional irrigation system; valve box integrity, test for operability, inspect and adjustment; provide for ongoing repair of system components; respond to intermittent malfunctions; perform backflow maintenance, and annual backflow certification.
 5. Check systems and adjust and/or repair/replace any sprinkler heads causing excessive runoff, including slope areas, or which throw directly onto roadway paving or walks (where sprinkler heads can be adjusted) within the District.
 6. All controllers shall be adjusted to consider the water requirements of each season, plant community, and adverse weather changes.
 7. Irrigation system will be controlled by Contractor in such a way as not to cause an excessively wet area which could interfere with the Contractor's ability to mow all turf.
 8. The Contractor shall observe and note any deficiencies occurring from the original design and review these findings with the Director, so necessary improvements can be considered.
 9. Contractor shall repair/replace all leaking or defective valves immediately upon occurrence, or within twenty-four (24) hours following notification from the Director of such a deficiency.
 10. A soil probe shall be used to a depth of twelve (12) inches to determine the water penetration by random testing of the root zones.

11. Contractor shall file a monthly statement with the Department of Parks and Recreation certifying that all irrigation systems are functioning properly and provide an irrigation schedule on a quarterly basis.
 12. Contractor shall be required to maintain weather stations (if any) as they are designed to operate.
 13. Contractor shall also be required to file a yearly certification with the Department of Health Services that all backflow prevention devices on the irrigation systems are operating in accordance with the requirements established by the County of Los Angeles, Health Services Department. It will be the responsibility of the Contractor to repair and replace when necessary subject to the provisions of Section 6 hereunder all backflow prevention devices at his sole expense. Said certification shall be completed within thirty (30) days upon notification to the Department of Health Services that said certifications are made.
 14. The bleeding of valves and hand watering are to be used only in emergency situations.
- b. Mowing – Zones 1 and 25

Zones 1 shall be mowed concurrently once per week April through November; and once every other week December through March.

Zone 25 shall be mowed concurrently once per week January through December.

Mow with an adequately sharpened rotary or reel-type mower, equipped with rollers, to ensure a smooth surface appearance without scalping. All cool season grasses (Blue Grass and Fescues) to be cut at 1-1/2 inches during the months of December, January and February (winter), 2 to 2 ½ inches during the months of March, April, May, September, October and November (spring and fall) and 3 inches during the months of June, July and August (summer). The mowing heights will be adjusted by the Director during periods of renovation. All grass clippings will be collected and removed from the site on the same day the area is mowed. A mowing

schedule will be established and maintained. This schedule will be submitted to the Director for approval.

c. Power Edge – Zones 1 and 25

Zones 1 shall be concurrently edged once per week April through November; and once every other week December through March.

Zone 25 shall be edged concurrently January through December.

Edge with each mowing, the edge of the grass along sidewalks, curbs, shrub and flower beds, and walls shall be trimmed to a neat and uniform line. Where trees and shrubs occur in turf areas, all grass shall be removed 6 inches from the trunks of trees and away from the drip line of shrubs by use of power scythe, approved chemicals, or small mowers as required. Trim around all sprinkler heads as necessary in order to provide maximum water coverage. Edging will be done concurrent with each mowing. The edge of the turf shall be trimmed around valve boxes, meter boxes, backflow devices or any structures located within the turf areas. All turf edges are to be maintained to prevent grass invasion into adjacent shrub, flower, and ground cover bed areas. All clippings shall be removed from the site the same day area is edged. After mowing and edging is completed all adjacent walkways shall be cleaned to remove accumulated debris and limit hazardous conditions.

d. Fertilization - Zones 1 and 25

Zone 1 shall be mechanically broadcast as follows:

- a. March and April using (6) 50-pound bags of the “Best” Turf Supreme 16-6-8 fertilizer with 0.20% Dimension, per application/frequency within 15 acres of turf areas.
- b. May and September using (6) 50-pound bags of the “Best” Turf Supreme 15-15-15 fertilizer, per application frequency within 15 acres of turf areas.
- c. October and November using (7) 50-pound bags of the “Best” Turf Supreme 16-6-8 fertilizer, per application/frequency within 15 acres of turf areas.

Zone 25 shall be mechanically broadcast as follows:

- a. March and April using (82) 50-pound bags of the “Best” Turf Supreme 16-6-8 fertilizer with 0.20% Dimension, per application/frequency within 15 acres of turf areas.
- a. May and September using (87) 50-pound bags of the “Best” Turf Supreme 15-15-15 fertilizer, per application frequency within 15 acres of turf areas.
- b. October and November using (82) 50-pound bags of the “Best” Turf Supreme 16-6-8 fertilizer, per application/frequency within 15 acres of turf areas.
- e. Weed Control
Provide manual/chemical control to keep total area relatively weed free as required by the Special District Annual Maintenance Program Schedule (Exhibit B-3). Contractor to provide weed control as needed or instructed by Director.
- f. Insect, Ants, Mollusk and Disease Control
Eliminate all insect, ants, mollusk and disease affecting turf areas as they occur. Contractor shall notify the Director in writing, at least two (2) weeks prior to the scheduled date and time for the eradication process.
- g. Aerification
Operation to Occur in March prior to fertilization and in September prior to fertilization; clean-up included. Aerate all turf areas in accordance with the Annual Maintenance Program Schedule or at the discretion of the Director. Aerate all turf by using ½ inch tines removing 2-inch cores of sod with an aerator machine at not more than 6-inch spacing once over. Director is to be notified at least two (2) weeks prior to the exact date of aerating. At Director’s request, aerification will be performed on an as needed basis through extra work.
- h. Thatch Removal
Operation to occur in October and includes clean-up (warm season grasses) prior to overseeding performed in accordance with the Annual

Maintenance Program Schedule. Equipment will consist of standard renovating or vertical mowing types. Director is to be notified at least two (2) weeks prior to the exact date of renovation. At Director's request, thatch removal and verticut will be performed on an as needed basis through extra work.

i. Decomposed Granite

Contractor shall repair all decomposed granite (D.G.) pathways on an as needed basis.

j. Turf Reseeding

Per the Director's request (on an as needed basis through extra work), contractor shall once each year during the month of October, overseed all turf areas after aerification and overseed all bare spots as needed throughout the remainder of the year to reestablish turf to an acceptable quality. When Contractor reseeds turf, he will aerify, renovate, or verticut, seed and mulch (spread evenly over the entire area to a uniform depth of ¼ inch) in this sequence. The Director may require the use of sod when deemed necessary. Contractor shall be entitled to additional compensation for the cost of the sod only provided loss of turf was not due to the negligence of the Contractor.

Overseeding shall be sown at a rate of five (5) pounds per one thousand (1,000) square feet and reseeding of bare areas shall be sown at a rate of eight (8) pounds per one thousand (1,000) square feet. The following seed specifications shall be used for all overseeing and reseeding and may be adjusted at the Director's discretion.

<u>Name</u>	<u>Proportion by Weight</u>	<u>Purity</u>	<u>Germination</u>
Newport Blue Grass	20%	95%	90%
Lolium Perenne "Pennfine" Rye	26-1/3%	95%	85%
Pennant Rye	26-1/3%	95%	85%
Derby Rye	26-1/3%	95%	85%

2. ADDITIONAL MAINTENANCE SERVICES

In meeting the needs of the County, Contractor may be required to provide as needed additional/extra work, including but not limited to, aerification, thatch removal and repair of decomposed granite path(s) (fees shall be in accordance with Exhibit A1 and A2 Unit Price List).

3. IRRIGATED PLANTED SLOPES/FLAT AREAS

3.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 25)

1. Contractor shall be responsible for **Zone 25** conventional (approximately 211 acres) and point (approximately 8 acres) manual/automatic control system which will be repaired on an as needed basis. The Contractor shall be responsible for but not limited to: visual system checks of conventional irrigation system; valve box integrity, test for operability, inspect and adjustment; provide for ongoing repair of system components; respond to intermittent malfunctions; perform backflow maintenance, and annual backflow certification. Review daily alerts WeatherTrac Controllers via web based site at WeatherTrac.net.
2. Irrigation will be programmed in conjunction with automatic controllers or manual control valves servicing turf or ground cover and shrub areas in accordance with the requirements of Section 1.01, Paragraph g. Aerification of this specification.

b. Fertilization

Zone 25 shall use the Automatic Fertilization System as follows:

- a. March and July using (218) 25-pound bags of Grow Power Plus 12% sulfur, 12-12-12 per application/frequency within 219 acres of conventional irrigation areas.
- b. May using (218) 25-pound bags of Best Triple Fifteen 15-15-15 per application/frequency within 219 acres of conventional irrigation areas.

- c. September using (218) 25-pound bags of Cool Season High P&K 10-20-30 per application/frequency within 219 acres of conventional irrigation areas.

Contractor will cultivate fertilizer into soil. Soil tests shall be taken by Contractor one (1) time per year during the month of March. One soil test with complete analysis and recommendation(s) shall be taken for every five acres of designated landscape areas. Test site(s) to be determined by the Director. Fertilizer materials and rates maybe adjusted by Director based on test results. The Contractor shall provide the Director with a fertilization schedule, with two (2) weeks' notification prior to the proposed fertilization.

- c. Weed Control

All ground cover and shrub beds are to be kept weed free at all times. Provide manual/chemical control to keep total area weed free. Methods for control can incorporate one or all three of the following:

- 1.) Hand removal
- 2.) Cultivation
- 3.) Chemical eradication (mainly within point irrigated areas). No hand weeding on slopes that utilize jute netting. Use chemical eradication twice a year.

- d. Pruning (with hand pruners/loppers/saws)

As indicated by the Director, prune shrubbery as necessary to encourage healthy growth habits pertaining to each individual species of plant, and for an overall balanced shape and appearance. All shrubs shall be free of dead wood, weak, diseased, insect-infested, and damaged limbs shall at all times. In general, selective thinning cuts should be made; not "heading" or tipping" cuts. Some growth will need to be thinned or lifted slightly, one foot (1') to two feet (2'), to allow all sprinklers to spray freely. Remove all clippings the same day shrubbery is pruned.

e. Trimming (with hedge shears or hand-pruners)

Restrict growth by trimming shrubbery and ground covers to area behind curbs and walkways, within planter beds and away from walls, fences and utilities as scheduled or written notice by the Director. Keep ground cover trimmed two feet (2') diameter from the base of shrubs. For all high-branches, open shrubbery and all trees, keep ground cover trimmed one foot (1') away from outer perimeter of trunks. For all trees in turf areas, spray a two foot (2') radius clearing out from perimeter of trunk and mulch. Does not use string trimmers/weed whippers around trees and shrubs. Trim designated formal hedges and/or shrubs to heights indicated by the Director.

Trim clinging vines (e.g. Ivy, Ficus, Virginia Creeper) to stay on block wall surfaces - not on buildings (except as designated) nor entangled in groundcover, shrubs or trees.

c. Shrub and Ground Cover Replacement

All damaged, diseased (untreatable) or dead shrubs and ground covers will be replaced as provided for under the provisions of Section 5 of the Administrative Specifications with the exact same material that existed and of similar size as required by the Director unless otherwise notified by the Director in writing. Shrubs and ground covers damaged or lost due to Contractor negligence shall be replaced at Contractor's expense. Shrubs and ground covers damaged or lost due to vandalism shall be replaced at Contractor's expense. Substitutions for any plant materials must have prior approval in writing by the Director. Original plans and specifications should be consulted to determine correct identification of species. All shrubs shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance of the job by the Director.

g. Insect, Mollusk, Ant and Disease Control

Maintain free of disease, insects, ants and mollusks and treat when needed pursuant to Section 1, item d.

h. Renovation

Renovate ground covers (e.g. Rosemary, Acacia) according to prescribed practices in the industry as needed to maintain a healthy vigorous appearance and growth rate. All Rosemary ground cover to be renovated and lowered once per year during the months of February through March. Ground cover height shall be at the discretion of the Director.

4. IRRIGATED PLANTED MEDIANS (SUBTERRANEAN IRRIGATION)

4.01 The Contractor shall perform at his sole expense the following services:

a. Irrigation Maintenance/Management (Zones 1 and 66)

Contractor shall inspect for leaks and breaks on a weekly basis. Repairs made to the irrigation system shall be made on an as needed basis, January through December. All filters shall be replaced one (1) time annually; in addition the irrigation system shall be flushed on a monthly basis.

b. Edging

Contractor shall edge ground cover on a monthly basis.

c. Fertilization

Zone 1 shall be Mechanically Broadcasted as follows:

- a. March using two (2) 50-pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.21 acre of the subterranean irrigation areas. Hand water in.
- b. April and October using one (1) 50-pound bag of the "Best" Supreme 16-6-8 fertilizer, per application frequency within 0.21 acre of the subterranean irrigation areas. Hand water in.
- c. May using two (2) 50-pound bags of the "Best" Turf 15-15-15 fertilizer, per application/frequency within 0.21 acre of subterrean irrigation areas. Hand water in.

Zone 66 shall be Mechanically Broadcasted as follows:

- a. March using five (5) 50-pound bags of the Grow Power Plus 12% Sulfur 12-12-12 fertilizer, per application/frequency within 0.63 acre of the subterranean irrigation areas. Hand water in.

- b. April and October using four (4) 50-pound bag of the “Best” Supreme 16-6-8 fertilizer, per application frequency within 0.63 acre of the subterranean irrigation areas. Hand water in.
- c. May and December using four (4) 50-pound bags of the “Best” Turf 15-15-15 fertilizer, per application/frequency within 0.63 acre of subterrean irrigation areas. Hand water in.
- d. Weed Control
Provide manual/chemical control to keep total area relatively weed free as required by the Special District Annual Maintenance Program Schedule (Exhibit B-3). Contractor to provide weed control as needed or instructed by Director.
- e. Pruning (with hand pruners/loppers/saws)
As indicated by the Director, prune shrubbery as necessary to encourage healthy growth habits pertaining to each individual species of plant, and for an overall balanced shape and appearance. All shrubs shall be free of dead wood, weak, diseased, insect-infested, and damaged limbs shall at all times. In general, selective thinning cuts should be made; not “heading” or “tipping” cuts. Some growth will need to be thinned or lifted slightly, one foot (1’) to two feet (2’), to allow all sprinklers to spray freely. Remove all clippings the same day shrubbery is pruned.
- f. Trimming (with hedge shears or hand-pruners)
Restrict growth by trimming shrubbery and ground covers to area behind curbs and walkways, within planter beds and away from walls, fences and utilities as scheduled or written notice by the Director. Keep ground cover trimmed two feet (2’) diameter from the base of shrubs. For all high-branches, open shrubbery and all trees, keep ground cover trimmed one foot (1’) away from outer perimeter of trunks. For all trees in turf areas, spray a two foot (2’) radius clearing out from perimeter of trunk and mulch. Do not use string trimmers/weed whippers around trees and shrubs. Trim designated formal hedges and/or shrubs to heights indicated by the Director.

Trim clinging vines (e.g., Ivy, Ficus, Virginia Creeper) to stay on block wall surfaces - not on buildings (except as designated) nor entangled in groundcover, shrubs or trees.

g. Shrub and Ground Cover Replacement

All damaged, diseased (untreatable) or dead shrubs and ground covers will be replaced as provided for under the provisions of Section 5 of the Administrative Specifications with the exact same material that existed and of similar size as required by the Director unless otherwise notified by the Director in writing. Shrubs and ground covers damaged or lost due to Contractor negligence shall be replaced at Contractor's expense. Shrubs and ground covers damaged or lost due to vandalism shall be replaced at Contractor's expense. Substitutions for any plant materials must have prior approval in writing by the Director. Original plans and specifications should be consulted to determine correct identification of species. All shrubs shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance of the job by the Director.

h. Insect, Mollusk, Ant and Disease Control

Maintain free of disease, insects, ants and mollusks and treat when needed pursuant to Section 1, item d.

5. TREE CARE

5.01 The Contractor shall perform at his sole expense the following services:

a. Tree Maintenance

1. On an as needed basis maintain seven (7) foot clearance for branches overhanging walks and fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of streets where applicable.
2. Control insects and diseases as needed pursuant to the provisions of Section 4.
3. Stake and support all replacement trees and replace stakes which have been broken or damaged on existing trees as required.

- i. Tree stakes shall be pentachlorophenol treated lodge pole pine not less than eight (8) feet in length for five (5) gallon size trees and not less than ten (10) feet for fifteen (15) gallon trees sizes, (two (2) per tree).
 - ii. Guy wires where required and plant ties will be of pliable, rubber ties (two (2) ties per tree).
 - iii. Stakes will not be placed closer than eight (8) inches from trunk of the tree.
 - iv. Stakes and ties will be placed so no chafing of bark occurs and shall be checked frequently and retied to prevent girdling.
- b. Tree Pruning
Unless stated otherwise, as a part of three-year cycle, head back lower branches and prune 1/3 of all trees annually, including those on the slopes, for correct branching structure. Trees to be pruned will be designated by Landscape Contract Monitor at the time of pruning as needed or instructed by the Director.

Group 2: Stevenson Ranch Area

Zone 1 has approximately 100 medium size ornamental trees in the area. Contractor shall annually prune (as identified by County Landscape Contract Monitor) all 100 medium size trees from October through February.

Zone 25 has approximately 10,500 ornamental trees in the area. Contractor shall annually prune (as identified by County Landscape Contractor) 1/2 of the trees from October through February. **In addition, Contractor shall be responsible for the management, maintenance and disease control of approximately 20 specimen oak trees as scheduled in SOW, Exhibit B-10, Oak Tree Mitigation Management and Requirements.**

Zone 66 has approximately 100 ornamental trees in the area. Contractor shall annually prune (as identified by County Landscape Contractor) all 100 trees from October through February.

- c. Fertilization

There are approximately 10,500 ornamental trees in **Zone 25** which shall be fertilized during the months of March and April with 15-7-6 fertilizer stakes. Contractor shall individually apply 3 stakes per tree along the drip line.

d. Insect, Mollusk, Ant and Disease Control

Maintain free of disease, insects, ants and mollusks and treat (on an as needed basis) *ALL* varieties of ornamental trees.

e. Irrigation

Irrigation will be programmed in conjunction with automatic controllers or manual control valves servicing turf or ground cover and shrub areas in accordance with the requirements of Section 1.01, Paragraph g.

f. Tree Replacement

All trees permanently damaged will be replaced as provided for under Section 5 of the Administrative Specifications (Exhibit B-10) with the identical species of tree existing previously, unless otherwise notified in writing by the Director. The need for and the size of replacement will be determined by the Director at the monthly maintenance inspection meeting or upon written notification. Size of the replacement shall be of a like size not to exceed a 24-inch box specimen container size. Substitutions will require prior written approval by the Director. Original plans and specifications should be consulted to insure correct identification of species. Trees permanently damaged or lost due to vandalism shall be replaced at Contractor's expense. Director shall be notified prior to removal and/or replacement.

6. USE OF CHEMICALS (PESTICIDES) AND DISEASE AND PEST CONTROL

6.01 The Contractor shall perform at his sole expense the following services:

a. Chemical Application

All work involving the use of chemicals will be accomplished by a State of California licensed pest control operator. A written recommendation by a person possessing a valid California Pest Control Advisor License is required prior to chemical application.

b. Permits

All chemicals requiring a special permit for use must be registered by the Contractor with the County Agricultural Commissioner's office and a permit obtained with a copy to the County Department of Parks and Recreation prior to use. A copy of all forms submitted to the County Agricultural Commissioner shall be given to the Director on a timely basis.

c. Compliance with Regulations

All regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California will be adhered to.

d. Pest Control

Control of ground squirrels, gophers, and other burrowing rodents by trapping and/or eradication will be provided by the District Zone. The Contractor is not responsible for this service, however, when Contractor sees evidence of such activity they are to notify the Director. Whenever holes are visible upon the surface, these holes shall be filled and securely tamped to avoid moisture runoff entering the holes by the County Agricultural Department who will provide pest control for each District Zone. This procedure shall be followed in all areas especially within all slope areas.

7. GENERAL CLEANUP

7.01 The Contractor shall perform at his sole expense the following services:

a. Trash Removal

Remove all trash and accumulated debris from site.

b. Policing of Areas

All areas under maintenance and other designated areas will have above identified trash removed in conjunction with the approved maintenance schedule for each District/Zone.

c. Stamped Concrete Maintenance (Within Center Medians)

Contractor is responsible for manually and chemically removing weeds in **Zones 1** (approximately 0.24 acre) and **66** (approximately 0.19 acre) within the center concrete asphalt median strip areas as needed.

d. Curb and Gutter Maintenance

Contractor is responsible for removal of weeds and grass from curb and gutter expansion joints located adjacent to designated maintenance areas at all times.

e. Removal of Leaves

Accumulations of leaves shall be removed from all areas not less than once per week.

8. IRRIGATION SYSTEM MANAGEMENT

8.01 All irrigation systems within the Zone areas shall be maintained by Contractor as designated in this Specification shall be maintained and repaired as required for operation, by the Contractor at its sole expense in the following manner:

a. Scope of Responsibility

The Contractor shall maintain and/or repair/replace and keep operable all irrigation equipment consisting of sprinkler heads, remote control valves, quick couplers, risers, automatic controllers, booster pumps, and backflow prevention devices.

b. Replacement Requirements

Replacements will be of original materials or substitutes approved by the Director in writing prior to any installation.

c. Extent of Responsibility

The Contractor will be responsible for immediate maintenance (repair and/or replacement) of all irrigation system components including those damaged due to vandalism. Contractor will be responsible at all times for hand watering and the bleeding of valves in emergency situations as required to sustain and prevent loss of turf, trees, plants, and ground covers when automatic systems are not functioning. The needed replacement to be provided by the Contractor shall be the normal deterioration, wear and tear, or negligence upon the part of the Contractor. Work arising from vandalism will not constitute additional work and will be covered under regular monthly maintenance.

9. MAINTENANCE AND REPAIR OF DRAINAGE SYSTEMS AND MISCELLANEOUS IMPROVEMENTS

9.01 Drainage Systems

The following services shall be provided by the Contractor at his expense except as otherwise provided for:

- a. All surface drains ("V" ditches), if any, shall be kept clear of debris and overgrown planting so that water will have an unimpeded passage to its outlet. Contractor will repair and/or replace concrete portions as necessary, for which the Contractor will receive additional compensation.
- b. All sub-surface drains (except storm drains), if any, shall be periodically flushed with water to avoid build-up of silt and debris. All inlets to sub-surface drains shall be kept clear of leaves, paper and other debris to ensure unimpeded passage of water. Contractor shall replace all broken or stolen sections of pipe, catch basin boxes and grates, for which additional compensation shall be authorized.

9.02 Miscellaneous Improvements

It will be the responsibility of the Contractor to repair and/or replace mowing strips, within the Zone unless otherwise specified. Contractor shall be entitled to additional compensation for this service.

10. MAINTENANCE INSPECTIONS

10.01 The Contractor shall:

- a. Weekly perform a maintenance inspection during daylight hours of all facilities within the District. Such inspection shall be both visual and operational. The operational inspection shall include operation of all irrigation, lighting, and other mechanical systems to check for proper operational condition and reliability.
- b. Monthly meet on site with an authorized representative of the Director for a walk-through inspection. Said meeting shall be at the convenience of the Director and may include residents of the community. The Director shall notify the appropriate local representatives of the time and place of each walk-through inspection at least one (1) week prior to such inspection. In addition, weekly interim inspections may be made by the

Director. The Contractor will be provided with a written notice including specified time frames to correct any deficiencies identified in the performance of this agreement. It should be noted that a leaking valve must be repaired within twenty-four (24) hours following verbal and/or written notification.

11. GRAFFITI ERADICATION AND CONTROL

- 11.01 Contractor shall be responsible to remove all graffiti as it appears upon any appurtenant structures or equipment within the areas under his maintenance.
- 11.02 All materials and processes used in graffiti eradication shall be non-injurious to surfaces and adjacent District property and approved by CAL-OSHA. Materials and processes to be used must be approved by Director prior to use.
- 11.03 Contractor shall be reimbursed only for the cost of materials including sales tax used to remove graffiti.
- 11.04 In the event a surface must be repainted as determined by Director, appropriate surface preparation shall be made on painted walls, and paint applied shall be the exact shade of color as existing paint. Contractor shall be reimbursed for labor and materials plus the overhead and profit factor as provided for in the Contract.

12. FIRE PROTECTION SLOPE AREAS MAINTENANCE

- 12.01 These slope areas are hillside areas and are designed to meet Los Angeles County Ordinances for fire retardation. These areas generally occur in sloping terrain with gradients ranging 10 percent to 100 percent. Slopes are either manufactured or natural. The natural slopes have been brushed to remove certain plant materials. Manufactured slopes have been hydro mulched or planted in accordance with applicable County ordinances. Use of these areas by the residents should be minimal.
- 12.02 The maintenance of the natural slopes requires that the weeds and native brush be clipped to a height of 2 to 4 inches for a distance of at least 200 feet or additional footage as required by Los Angeles County

Forester and Fire Warden from a dwelling or structure. Also, dead wood from woody plants shall be trimmed when the area is brushed. Apply water within the cleared zone only as needed during fire season to maintain sufficient moisture content for sustenance of the plants and to inhibit combustion. Remove all debris from this operation off the District Zone property. Weeding shall commence immediately following the rainy season once the growth of weeds has reached a maximum of 12 inches in height or when the County Forester and Fire Warden has determined that a fire hazard condition exists. The required weeding shall be completed as soon as possible following its commencement and shall be completed throughout a District Zone within a maximum period of thirty (30) days.

Contractor shall be responsible for maintaining the brushed slope areas throughout the year in accordance with the above-identified height of weeds, dead wood removal and distance from dwellings or structures requirements. This may require that certain areas will need additional brushing as directed by the County Fire Marshall. Contractor will be paid additional compensation for additional brushings at the rate specified in the form of bid. Contractor shall also remove weeds to a distance of 30 feet measured from any sidewalk adjacent to a fire protection slope area.

- 12.03 Where reference is made to weeding, brushing or clearing within 200 feet of a structure, it is intended that the space between the structure and the private property line is the responsibility of the owner of the property except where the District Zone has accepted an easement to maintain a portion of the private lot. As an example, assume a private residential lot has a depth of 100 feet, the rear or side of which abuts a fire protection slope. Assume that the structure is set back 20 feet from the property line abutting this slope. The Contractor's responsibility is within the portion or balance of the 100 feet outside of the private property boundary, or, in this case, 80 feet. However, the District is responsible for those areas where an easement has been accepted by

the District over a portion of a private lot. Consult with the Director for any questions regarding these areas.

- 12.04 The maintenance of the manufactured slopes requires that the planted slopes be weeded on a regular basis throughout the year. Planted slopes which were not hydro seeded shall be kept weed free at all times and the use of chemicals is permitted. Planted slopes that were hydro seeded require weed removal by hand as the use of chemicals is not permitted. The removal of weeds by hand shall be performed each month during the term of the maintenance contract. Contractor shall program the irrigation system to deliver sufficient moisture within the root zone of trees and shrubs to sustain growth. Contractor shall be responsible for any damage to slope areas caused by excessive watering practices or to plant material caused by lack of water. Plants and trees shall be fertilized in accordance with the requirements of Sections 2 and 3 of these Specifications.
- 12.05 Contractor shall provide general brush clearance/weed abatement as scheduled during the months of May through June for Stevenson Ranch (Zone 25) approximately 30 acres.

13. NATURAL AREA MAINTENANCE

- 13.01 Natural areas are open space areas that have minimal usage due to the sloping character of the land and the rugged landscape materials that are native to the land. Contractor will provide periodic maintenance consisting of debris and litter removal only as directed by the Director.
- 13.02 Contractor shall conduct a visual inspection of approximately 20 acres of natural area, provide pick-up of trash and remove off site from Stevenson Ranch (Zone 25) on a monthly basis.

14. MAINTENANCE, REPAIRS AND REPLACEMENTS DUE TO EXTRAORDINARY INCIDENTS

- 14.01 Contractor shall be responsible for performing maintenance, repairs and replacement, when the need for such work arises out of Acts of God and

third party negligence in accordance with the provisions of this Section. The Contractor shall replace:

- a. Damaged, diseased (untreatable) or dead shrubs, ground cover and trees in accordance with Sections 2 and 3; and,
- b. Inoperable irrigation equipment described in Section 6.

The Contractor shall submit a written estimate of the cost for performing such work. The Director may, upon review and approval of such estimate, authorize the Contractor to perform said work by the issuance of a written Work Order. After submittal of the bill, the Contractor shall be reimbursed only for the agreed upon cost estimate. Allowable cost elements for the replacement of shrubs, ground cover, trees and irrigation equipment shall be their wholesale cost plus a factor for overhead and profit, as provided for in the Contract, plus sales tax and plus cost of labor. Reimbursement for the cost of labor for the replacement of irrigation equipment shall be approved by the Director. In the event that the Contractor's written estimate is not approved, then the Director reserves the right to contract with a third party to perform such work.

- 14.02 Contractor shall notify the Director in writing on the same day of discovery of the damage due to extraordinary incidents such as Acts of God and third party negligence. Failure of the contractor to notify the Director promptly of these damages will require the Contractor to make repair and/or replace at its own costs.

15. DOGGIE STATION MAINTENANCE

Contractor shall maintain twenty-five (27) doggie stations at Stevenson Ranch (Zone 25). Contractor is responsible for replacement of trash bags and removal/replacement of disposable bag receptacles fifty two (52) times in a year.

16. ANNUAL COLOR

Contractor shall be required to install annual color during the months of March, June, September and November at Stevenson Ranch, Area-Wide (Zone 1). All annual plants shall be hand broadcast one month after each annual color installation; using one (1) 50-pound bag of the Super Iron 9-9-9 fertilizer, per

application/frequency within 4,792 sq. ft. of annual color areas. A disease and pest control schedule shall be maintained during the months of January through December as needed or instructed by the Director.

a. Quality

Plants shall be sound, healthy, vigorous, and free from plant disease insect pest or their eggs, and shall have healthy normal root systems and comply with all state and local regulations governing these matters, and shall be free from any noxious weeds.

b. Shape and Form

Plant materials shall be symmetrical, and/or typical for variety and species and conform to measures specified in the Plant list.

c. Plant Material

All plant materials must be provided from a licensed nursery and shall be subject to acceptance as to quality by the Director.

d. Plant Materials Guarantee

All plants shall be guaranteed to live and remain in healthy condition for no less than six (6) months from the date of acceptance of the job by the Director.

EXHIBIT B - 3 **Special District Annual Maintenance Program Schedule**

Work Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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General Maintenance

1	Trash removal collection/disposal	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
2	Trim branches, trees, etc., for safety visibility	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
3	Visual/operational inspection of facility by Contractor	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
4	Walk-through inspection with County Representative	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
5	Walkways/parks/play areas clean up	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
6	Inspect and maintain all surface drainage devices (V-ditches)	Monthly	Monthly	Monthly	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	Monthly	Monthly
7	Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
8	Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

Turf Care

9	Mowing & Edging	Every 2 weeks	Every 2 weeks	Every 2 weeks	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Every 2 weeks
10	Turf Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
11	Aeration - 1/2 lines*	--	--	Prior to Fertilization	--	--	--	--	Prior to Fertilization	--	--	--
12	Fertilization*	--	--	15th nitrogen after aeration	15th nitrogen	15th balanced	--	--	30th-balanced after aeration	30th nitrogen	30th nitrogen	--
13	Winter overseed-Vertical mow, overseed and top dress*	--	--	--	--	--	--	--	--	1st	--	--
14	Chemical weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
15	Usual Disease occurrence treatment*	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

EXHIBIT B - 3

Special District Annual Maintenance Program Schedule

Work Activity	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
---------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Ground Cover

16	Inspect/clean ground cover beds	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
17	Edging	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
18	Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
19	Annual color plants	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
20	Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
21	Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
22	Fertilization - Balanced*	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
23	Renovation - if needed*	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

Shrubs and Vines

24	Check for damage/special needs to maintain in healthy condition	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
25	Insect/disease control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
26	Weed control	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
27	Watering	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
*28	Pruning for shape, appearance & Roses (January only)	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
*29	Fertilization - Balanced	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

Trees

*30	Fertilization	--	--	X	--	--	--	--	--	X	--	--
31	Check for damage/special needs to maintain in healthy condition	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
32	Check/adjust tree stakes ties/guys	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed
*33	Preventative Disease Control: Olea Europae (OE), Pyrus Kawakamii (PK), Platanus (PI)	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed	As Needed

* Specialty Maintenance Tasks.

FOR Item 33: See Exhibit K-2

NOTE: This chart is a guideline only. The appropriate contract Specification Section should be referenced prior to any work activity.

EXHIBIT B - 4

County of Los Angeles Department of Parks and Recreation

Tree Pruning and Removal

Tree pruning shall be performed according to the current guidelines established by the National Arborist Association and the international Society of Arboriculture for shade Trees.

No topping shall be allowed and drop crotch pruning shall be standard.

The pruning of shade trees shall only be performed by Qualified tree workers, who, through related training and/or on-the-job experience, are familiar with the techniques and hazards of arboricultural work including trimming, repairing or removing trees, and the equipment used in such operations. The pruning of trees can be a potentially hazardous occupation and is to be undertaken only by a qualified personnel or trainees under the direct supervision of qualified personnel. All tree workers/trainees should be covered by Worker's Compensation, property damage, public liability and completed operations insurance.

All regulatory guidelines shall be followed.

The class of pruning is divided into four (4) categories as follows.

Class 1 – Fine Pruning is recommended for premium quality work with an emphasis on aesthetic consideration in addition to structural integrity.

- Fine pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing, and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.

Class 2 – Standard Pruning is recommended where aesthetic considerations are secondary to structural integrity and tree health concerns.

- Standard pruning shall consist of the removal of dead, dying, diseased, decayed, thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.

Class 3 – Hazard Pruning is recommended where safety considerations are paramount.

- Hazard pruning shall consist of the removal of dead, diseased, decayed and obviously weak branches two (2) inches in diameter or greater.

Class 4 – Crown Reduction Pruning shall consist of the reduction of tops, sides or individual limbs.

- It involves the removal of parent limb or dominant leader at the point of attachment of a lateral branch. This practice is to be undertaken only for the following reasons.
 - 1) In situations where branches interfere with utility lines.
 - 2) Where there has been significant crown dieback.
 - 3) When it is necessary to achieve specific topiary training or dwarfing.
 - 4) In cases where, due to storm damage or prior incorrect pruning, it is appropriate to prune for safety and aesthetic reasons.

EXHIBIT B - 5

Preventative Disease Control

1. Olea Europaea (Olive Tree)

Fruit Set - preventative treatment

First application to be done when $\frac{1}{2}$ to $\frac{3}{4}$ of blooms are open

Second application to be done 7-10 days after the first application

Exhibit K-1 indicates that this preventative treatment is to be done as follows:

First application - April 1 to May 10, depending upon the blooming stage.

Second application - 7 to 10 days after the first application.

2. Pyrus Kawakamii (Evergreen Pear)

(Fireblight) preventative treatment

Spray application to occur October 1 through mid-November

Fireblight - post treatment after tree specimen has contracted the disease

Prune out diseased wood, sterilizing pruning tools after each cut; Exhibit K-1 indicates when preventative treatment should occur only.

3. Platanus (Sycamore)

Anthraxnose (fireblight) - preventative treatment

This treatment would consist of two (2) applications and possibly a third application depending on the effectiveness of the previous application. Materials used shall be of an approved type by the County Agriculture Department.

Exhibit K-1 indicates - **1st application** to occur during the month of February, during the budding stage.

2nd application to occur during the month of March, during the juvenile growth stage of the leaf.

3rd application to occur during the month of April if there is evidence of blight after mature growth of the leaf

Above applications could vary depending on climatic conditions.

4. Preventative Treatments

Any materials used while performing all of the above described operations will be of a type approved by the County Agricultural Commissioner.

EXHIBIT B - 6

IRRIGATION PROGRAM

Special Districts Irrigation Program Summer and Winter Schedules

I. SUMMER IRRIGATION SCHEDULE

A. Shrub Beds

1. *Shrub Beds* – Spray Heads
4 minutes per station/per cycle
three cycles per day/five days per week
2. *Shrub Beds* – Stream Heads
10 minutes per station/per cycle
three cycles per day/five days per week
3. *Shrub Beds* – Stream Rotary
15 minutes per station/per cycle
three cycles per day/five days per week

B. Turf Areas

1. *Turf Areas* – Spray Heads
5 minutes per station/per cycle
three cycles per day/five days per week
2. *Turf Areas* – Stream Rotary 180 (half)
15 minutes per station/per cycle
three cycles per day/five days per week
3. *Turf Areas* – Stream Rotary 360 (full)
30 minutes per station/per cycle
three cycles per day/five days per week
4. *Turf Areas* – Gear Rotary 180 (half)
20 minutes per station/per cycle
three cycles per day/five days per week
5. *Turf Areas* – Gear Rotary 360 (full)
40 minutes per station/per cycle
three cycles per day/five days per week

C. Planted Slopes

1. *Planted Slopes* – Impact Heads 180 (half)
15 minutes per station/per cycle
three cycles per day/five days per week
2. *Planted Slopes* – Impact Heads 360 (full)
30 minutes per station/per cycle
three cycles per day/five days per week
3. *Planted Slopes* – Spray Heads
5 minutes per station/per cycle
three cycles per day/five days per week

EXHIBIT B - 6 IRRIGATION PROGRAM

Special Districts Irrigation Program Summer and Winter Schedules

II. WINTER IRRIGATION SCHEDULE

As the climate conditions become cooler, the watering schedule will be reduced. The time elements will remain the same, but the number of cycles and number of days will be reduced to three (3) days or less per week.

III. VARIATION OF IRRIGATION SCHEDULES

- A. Variations of the schedules will occur when water has been shut down due to construction by developers which results above-normal watering required to restore landscaping appearance to acceptable level.
- B. Also certain soil conditions may require additional watering, resulting in variations in the schedule for specific stations on a controller.
- C. Private contractor is responsible to make adjustments as needed to maintain acceptable appearance at all times.

IV. INSPECTIONS

District Inspectors will spot check controller schedules on each inspection of a district to assure compliance with irrigation program standards and will conduct a complete irrigation system inspection for each district a minimum of twice a year.

DATE _____

[illegible]

DATE _____

[illegible]

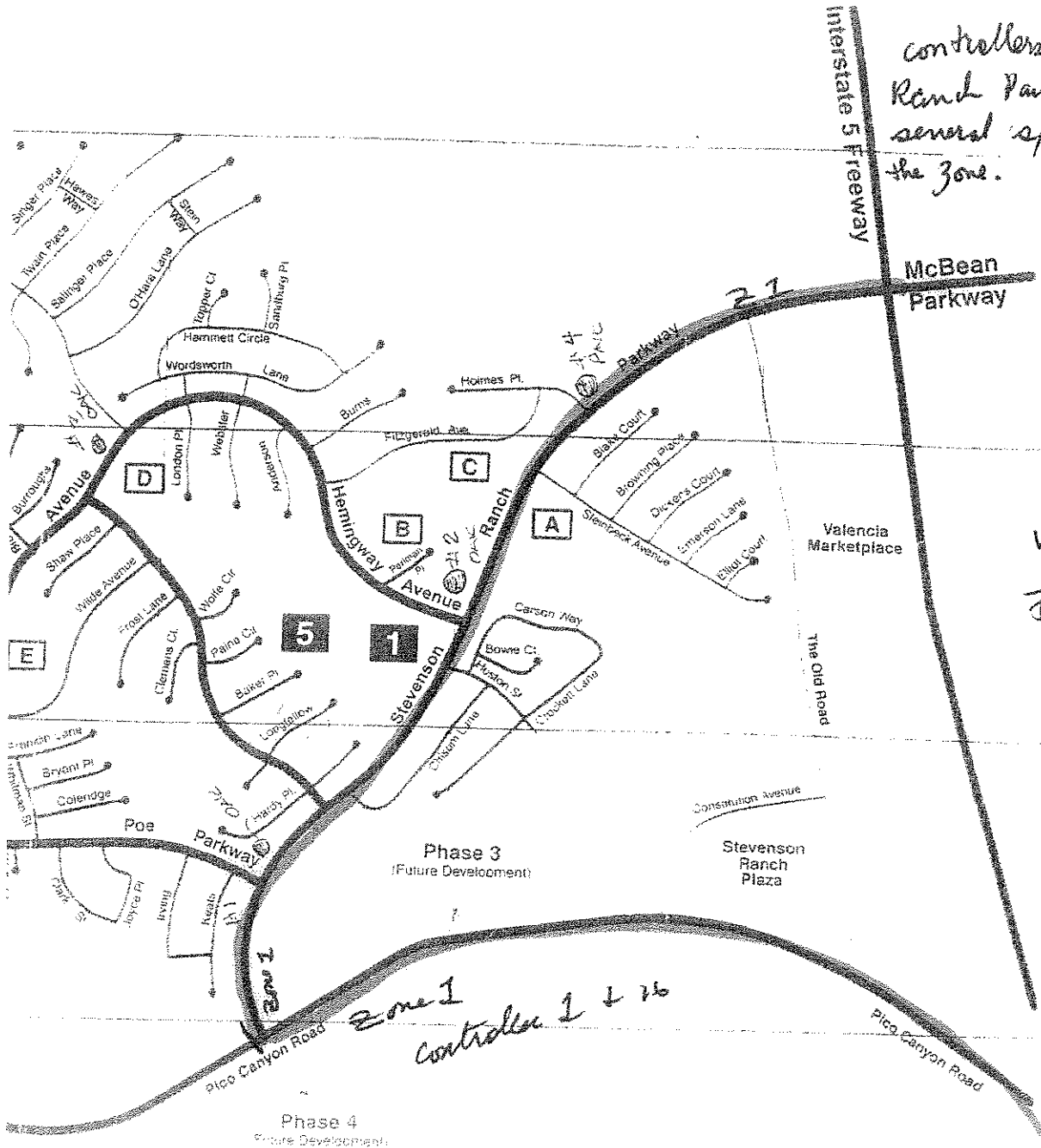
Exhibit 9a-1

Area Wide 1

controllers on Stevenson Ranch Parkway control several sprinklers within the zone.

*1/19/2006
From Kay's File*

*Zone 1
Controller 1 + 26*



North

E Crown Villas South



STEVENSON
RANCH

Exhibit 9a-2

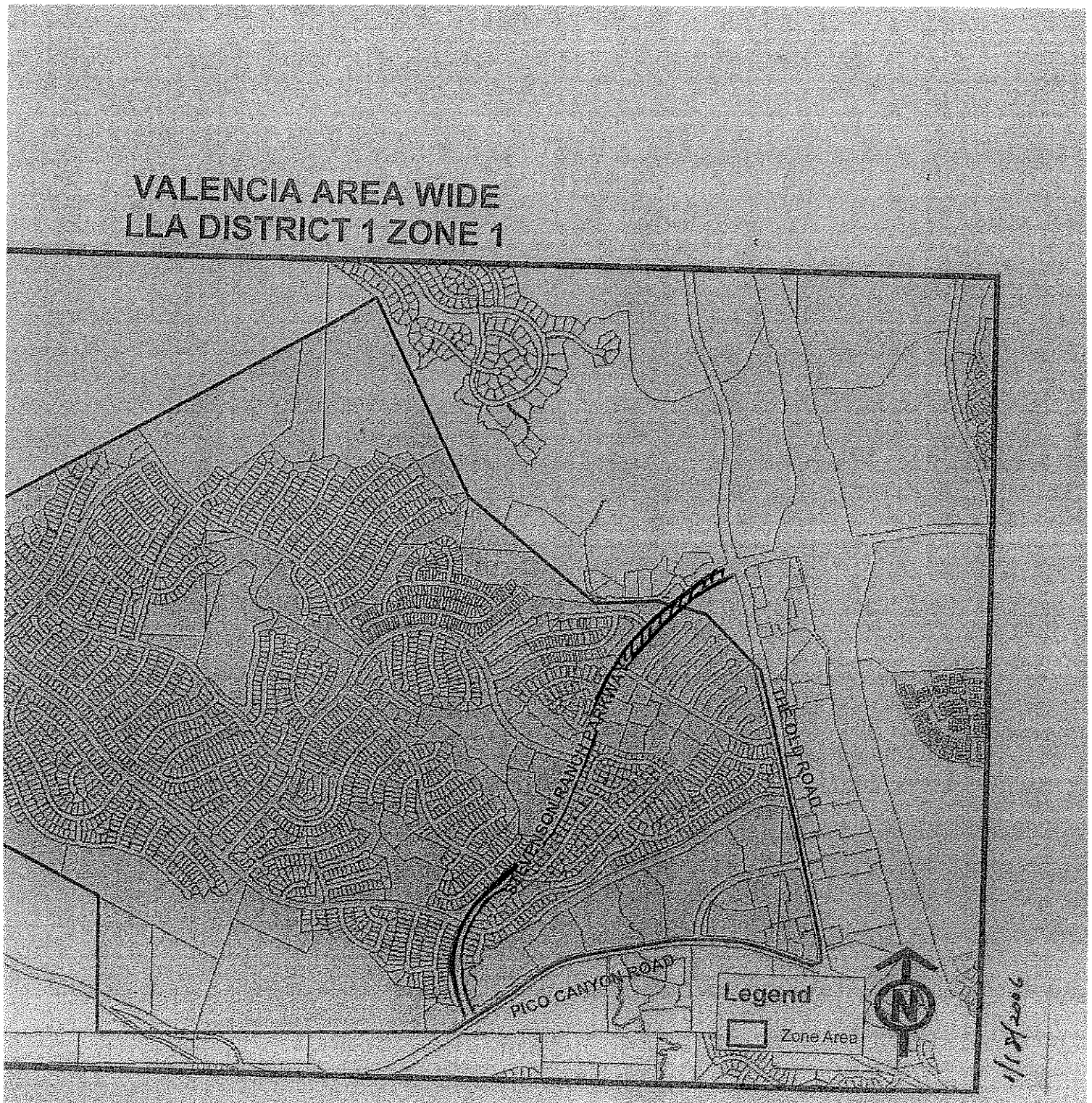


Exhibit 9b

ZONE 25



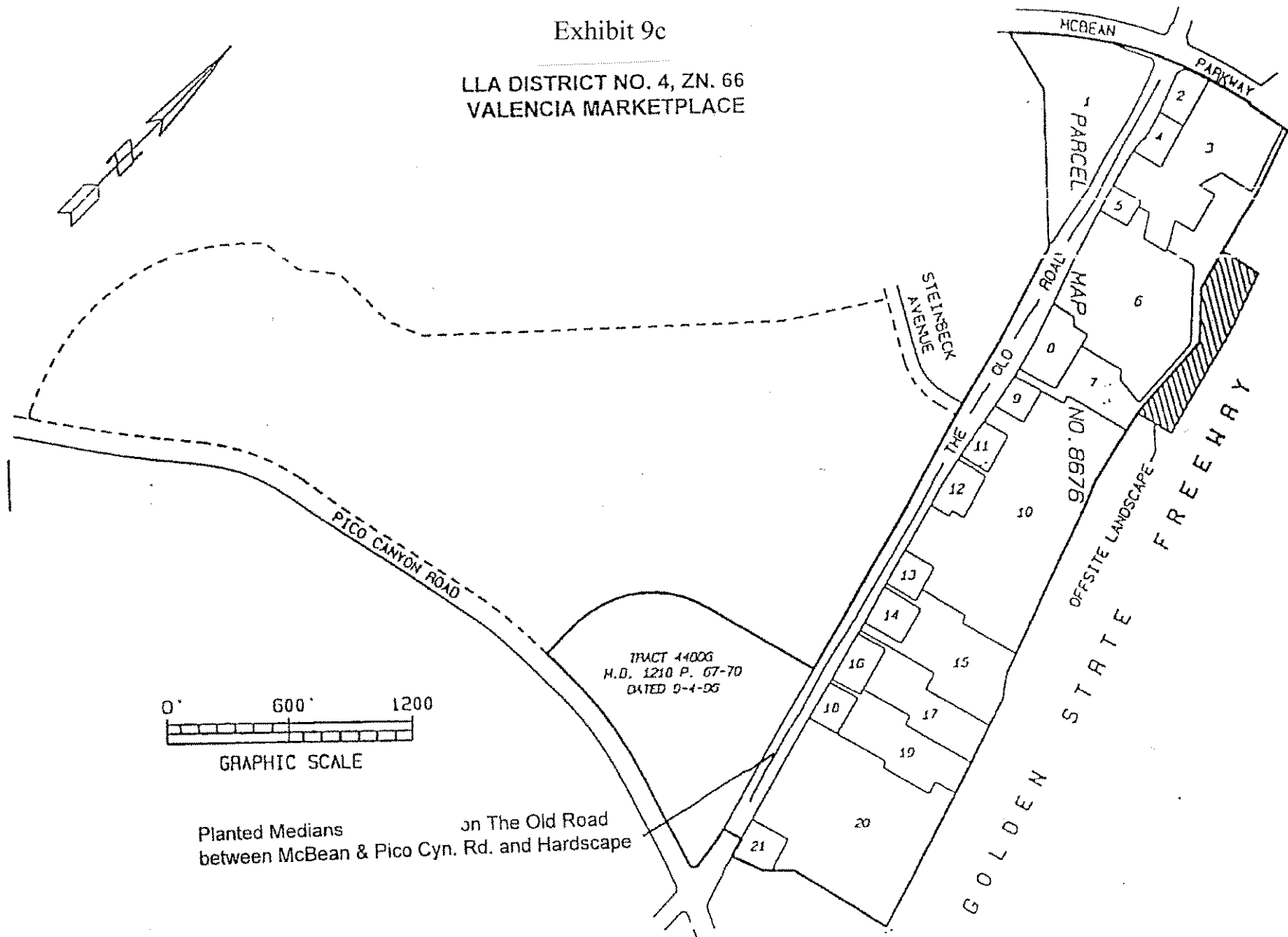
City of Santa Clara
Stevenson Ranch



1/10/2014

Exhibit 9c

LLA DISTRICT NO. 4, ZN. 66
VALENCIA MARKETPLACE



OAK TREE MANAGEMENT & MAINTENANCE REQUIREMENTS

The following management and maintenance requirements apply to all oak trees within the maintained areas unless otherwise noted:

1. The Contractor shall arrange for an International Society of Arboriculture (ISA) certified arborist to conduct inspections of all specimen trees within the maintained areas of the zone(s) and to compile a report to be submitted to the Administrator of Special Districts. The certified arborist's report is due twice a year in the April-May and September-October time periods. The arborist's report should at minimum include:
 - a. Observations on the conditions of the trees
 - b. Recommendations for remedy and daily care
 - c. Long term maintenance criterion
2. Pruning shall be limited to the removal of deadwood and stubs and medium pruning of branches two inches in diameter or less in accordance with the guidelines published by the National Arborist Association and the County's Oak Tree Ordinance. Pruning shall also be as needed to correct any hazardous structure, and reduce weight at ends of overly long branches to balance overall tree growth and direct growth in a manner and condition appropriate for the tree.
3. Watering needs shall be based on site conditions, weather patterns, moisture sensor readings and probing of the tree root ball.
4. Water basins shall be maintained intact to keep water from ponding adjacent to tree trunks. Berms shall be kept six to eight inches (6" to 8") in height. Maintenance of water basins shall include weed removal and replenishment of coarse mulch at a consistent three inch (3") depth, as needed.
5. Guy wires shall be checked during maintenance to ensure proper anchoring and tension in order to provide tree support during windy conditions.
6. Tree basins shall be checked for standing water and pumped out, as necessary.
7. Apply the product IRONITE in April, per manufacturer's label directions. Water immediately following the application.

NOTE: All oak trees within the maintenance areas shall be maintained in accordance with the Los Angeles County Oak Tree Ordinance, as applicable.



ENVIRONMENTAL REVIEW OAK TREE ORDINANCE

The Los Angeles County Oak Tree Ordinance has been established to recognize oak trees as significant historical, aesthetic, and ecological resources. The goal of the ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have adopted the county ordinance or their own ordinance which may be more stringent.

PERMIT REQUIREMENTS:

Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone of any tree of the oak tree genus, which is eight inches (8") or more in diameter four and one-half feet (4½') above mean natural grade or in the case of oaks with multiple trunks combined diameter of twelve inches (12") or more of the two (2) largest trunks, without first obtaining a permit.

TYPES OF OAKS COMMONLY FOUND IN LOS ANGELES COUNTY

Many kinds of oak trees are native to Los Angeles County. All oak species are covered by the oak tree ordinance. Older oak trees that have thrived under natural rainfall patterns of dry summers and wet winters often cannot tolerate the extra water of a garden setting. These trees must be treated with special care if they are to survive. Oaks that have been planted into the landscape or have sprouted as volunteers tend to be more tolerant of watered landscapes. While these vigorous young trees may grow one and a half to four feet (1½' to 4') a year in height under the best conditions, they are not as long-lived as indigenous oaks.

OTHER COMMON OAKS:

Quercus Kelloggii California Black Oak

Quercus Chrysolepis Canyon Live Oak

Quercus Dumosa California Scrub Oak

Quercus Agrifolia Coast Live Oak

Large evergreen tree with a broad round shape and large limbs growing thirty to seventy feet (30'-70') high and thirty-five to eighty feet (35'-80') wide. Leaves are deep glossy green, 1"-3" long, spiny and holly-like with distinctly cupped or curled leaf edges. This is the most common oak seen around southern California's foothill communities.

Quercus Engelmannii Mesa Oak

Mesa oaks are indigenous to the foothills of the Sierra Madres. They grow forty to fifty feet (40' to 50') high with semi-evergreen, dense, wide-spreading canopy. Leaves are thick, deep blue-green in color; varying form and size.

Quercus Lobata Valley Oak

Large deciduous tree sixty to seventy-five feet (60'-75') high, broadly spreading fifty to eighty feet (50'-80') wide. Leaves are deep green three to four inches (3"-4") long, paper-like texture with deep rounded lobes on the leaf edge. Tends to favor valley bottoms; for this reason the valley oak has disappeared from the landscape rapidly, impacted severely by agriculture and development.

ENVIRONMENTAL REVIEW OAK TREE CARE AND MAINTENANCE



This Oak Tree Care and Maintenance Guide offers basic information and practical guidelines aimed at the preservation and continued health and survival of oak trees in the residential landscape. Increasing pressure for development is changing the oak woodland of Los Angeles County. Heritage oaks which once survived in open rolling hills are now being preserved or replanted and incorporated into the community. How do we protect these trees during the planning and development process, and ensure their survival once they are in the home garden? The Oak Tree Oak Trees in the residential landscape often suffer decline and early death due to conditions that are easily preventable. Damage can often take years to become evident, and by the time the trees show obvious signs of disease it is usually too late to help. Improper watering, especially during the hot summer months, and disturbance to critical root areas are most often the causes. This booklet will provide guidelines on where these critical areas lie and ways to avoid disturbing them, as well as information on long-term care and maintenance of both natural and planted oaks. Lists of additional resources for more information and demonstration areas to visit are also included.

The Los Angeles County Oak Tree Ordinance has been established to recognize oak trees as significant historical, aesthetic, and ecological resources. The goal of the ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have their own ordinances, and their requirements may be different.

Permit Requirements: Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone of any ordinance sized tree of the oak tree genus without first obtaining a permit. Damage includes but is not limited to :

- Burning
- Application of toxic substances
- Pruning or cutting
- Trenching
- Excavating

- Paving
- Operation of machinery or equipment
- Changing the natural grade
- Chapter 22.56.2050: Oak Tree Permit Regulations
Los Angeles County
Adopted: August 20, 1982
Amended: September 13, 1988.

For more information about the County Oak Tree Ordinance, visit the Forestry Division's website at: <http://lacofd.org/Forestry.asp> or contact:

Department of Regional Planning
320 W. Temple Street, 13th floor
Los Angeles, CA 90012-3284
(213) 974-6411
TDD: (213) 617-2292
<http://planning.co.la.ca.us>

Types of Oaks Commonly Found in Los Angeles County:

Many kinds of oak trees are native to Los Angeles County. A few of the more common ones are shown below, but all oak trees are covered by the Oak Tree Ordinance. Older oaks which have thrived under the natural rainfall patterns of dry summers and wet winters often can't handle the extra water of a garden setting. These trees must be treated with special care if they are to survive. Those oaks that have been planted into the landscape or sprouted naturally tend to be more tolerant of watered landscapes. These vigorous young trees may grow one and a half to four feet (1½' to 4') a year in height under good conditions. Once established these trees would benefit from the same special care outlined in this guide.

THE PROTECTED ZONE

The protected zone defines the area most critical to the health and continued survival of an oak tree. Oaks are easily damaged and very sensitive to disturbances that occur to the tree or in the surrounding environment. The root system is extensive but surprisingly shallow, sometimes radiating out as much as fifty feet (50') beyond the spread of the tree leaves, or canopy. The ground area at the outside edge of the canopy, referred to as the drip line, is especially important: the tree obtains most of its surface water and nutrients here, and conducts an important exchange of air and other gases. The protected zone is defined in the Oak Tree Ordinance as follows: "The Protected Zone shall mean that area within the drip line of an oak tree and extending there from to a point at least five feet (5') outside the drip line or fifteen (15') from the trunk, whichever distance is greater."

CHANGES IN THE GRADE

Any change in the level of soil around an oak tree can have a negative impact. The most critical area lies within six to ten feet (6' to 10') of the trunk: no soil should be added or scraped away. Water should drain away from this area and not be allowed to pond so that soil remains wet at the base. Retaining walls designed to hold back soil above or below an existing tree should be avoided if at all possible, especially within the protected zone. These types of structures cause critical areas at the drip line to be buried, or require that major roots be severed. Water trapped at the base of the tree could lead to root rot or other impacts, and to the decline and premature death of a highly valued landscape tree. Construction activities outside the protected zone can have damaging impacts on existing trees. Underground water sources can be cut off due to falling water tables, or drainage may be disrupted. Trenching or digging of trenches in the root zone should be avoided. Roots may be cut or severely damaged, and the tree can be killed. If

trenches must be placed within the protected zone, utilities can be placed in a conduit, which has been bored through the soil, reducing damage to the roots. Insist that as many utilities as allowed be placed in a single trench, instead of the common practice of digging a separate trench for each individual line. Trenching can also be accomplished using hand tools or small hand held power equipment to avoid cutting roots. Any roots exposed during this work should be covered with wet burlap and kept moist until the soil can be replaced. Soil Compaction and Paving The roots depend upon an important exchange of both water and air through the soil within the protected zone. Any kind of activity that compacts the soil in this area blocks this exchange and can have serious long-term negative effects on the tree. If paving material must be used, some recommended surfaces include brick paving with sand joints, or ground coverings such as wood chips (note the advantages of natural materials for providing nutrients under mulching).

CONSTRUCTION ACTIVITY WITHIN THE PROTECTED ZONE

WATERING

The key is prevention – do not over water. Improper watering is often overlooked as the cause of tree death because it can take years for the damage to show. Once the tree shows obvious signs of decline, it is often too late to correct the problem. The seasonal weather pattern for this region is one of dry summers and winter rain. Oak trees are naturally drought tolerant and adapted to this cycle. If the tree is vigorous and thriving it should not require any additional water. If the natural source of surface or underground water has been altered, some supplemental water may be necessary, but proceed with caution. The goal of any watering schedule for oak trees should be to supplement natural rainfall and it should occur only when the tree would normally receive moisture. This might be in the winter, if rains are unusually late, or in spring if rainfall has been below normal levels. Over watering, especially during the summer months, causes a number of problems which can lead to decline and eventual death of the tree. It creates ideal conditions for attacks of Oak Root Fungus by allowing the fungus to breed all year. In addition, both evergreen and deciduous oaks grow vigorously in the spring and naturally go dormant in the summer. Extra water only encourages new tip growth which is subject to mildew. Oaks need this period of rest. Newly planted oaks may need supplemental watering during their first few summers. After they become established water should be applied according to the previous guidelines.

PRUNING

For oak trees the periodic removal of dead wood during periods of tree dormancy should be the only pruning needed. Any cutting of green wood opens scars that could allow the entry of organisms or disease. Before pruning obtain the advice of a certified arborist or other professional and consult the local city or county where the tree is located to find out what regulations apply. Pruning of both live and dead wood can sometimes require a permit.

MULCHING

Leaf litter from the tree is the best mulch and should be allowed to remain on the ground within the protected zone. Crushed walnut shells or wood chips can be used, but the oak leaves that drop naturally provide the tree with a source of nutrients. Avoid the use of packaged or commercial oak leaf mulch which could contain Oak Root Fungus. Redwood chips should not be used due to certain chemicals present in the wood.

MAINTENANCE

Disease and Pests Trees that are stressed, especially because of improper watering practices, are prone to certain diseases and attacks by pests. The most damaging of these diseases is the Oak Root Fungus *Armillaria mellea*. Occurring naturally in the soil, the fungus thrives under wet conditions and dies back in the summer when soils dry out. This is why summer watering of oaks can be a deadly practice. As noted in the watering guidelines, wet soil in the summer allows the fungus to grow all year. As the population grows, their natural food sources are

depleted and they begin feeding on oak tree roots. The fungus does not require an open wound in the tree to gain entry. Indications of the fungus include:

- die back of branches or tips.
- honey colored fungus at or near the root crown.
- white fan-like fungus between wood and bark.
- the presence of black, shoestring-like growths in the soil.

Once the tree begins to show obvious signs of infection treatment is generally ineffective. The best treatment is to avoid the conditions that lead to Oak Root Fungus infections. Pit Scale, Oak Moth, and other pests: any significant changes in leaf color, branch die back, presence of black sooty materials on leaves or other changes should be noted. Seek the advice of a professional forester, arborist, farm advisor or other expert before the application of any pesticides on an oak tree.

PLANTING UNDERNEATH OAKS

The natural leaf litter is by far the best ground cover within the protected zone. If plants must be placed, the following guidelines should be followed: There should be no planting within a minimum six to ten feet (6' to 10') of the trunk. Avoid plants that require any supplemental water once established. Choose plants suited for "dry shade." Those listed in the box below offer some good choices. To see some examples of how these plants have been used under oaks refer to the Additional Resources section on the following page.

PLANTS TO CONSIDER:

Plant Name

Arctostaphylos densiflora
'Howard McMinn' Manzanita
Arctostaphylos edmundsii
Little Sur Manzanita Arctostaphylos hookeri
Monterey Carpet Manzanita branches.
Ceanothus griseus horizontalis
Carmel Creeper
Heuchera spp.
Coral Bells
Mahonia aquifolium compacta
Oregon Grape
Ribes viburnifolium
Evergreen or Catalina Currant

Description

3' high, 6' wide (Toughest of available forms.
Whitish-pink flowers.
1-2' high, 4-5' wide (Tolerant of full shade)
1-2' high, spreading to 12' wide by rooting
White to pink flowers.
Less than 2 1/2' tall, low & creeping.
Clusters of small blue flowers.
2-4' mound. Flowers on an upright stem 2-3"
high and spotted with red or pink.
2-4' high, spreading by underground roots.
Bright yellow flower clusters.
2-3' high, spreading to 12' wide. Flowers
pink to red in small clusters.

NOTES:

Before deciding on plants, check a source such as the Sunset Western Garden Book to determine which plants will grow in your area. When choosing shade tolerant plants, consider that the ground under the south side of the tree will get more sunlight while the northern side will tend to remain more deeply shaded.

ADDITIONAL RESOURCES AND PLACES TO VISIT!

Prevention Bureau, Forestry Division

5823 Rickenbacker Road, Rm #123

Commerce, CA 90040-3027

(323) 890-4330 <http://lacofd.org/forestry.htm>

University of California
Integrated Hardwood Range Management Program
163 Mulford Hall, Berkeley, CA 94720-3114
<http://danr.ucop.edu/ihrmp>
Private Organizations
The Theodore Payne Foundation
10459 Tuxford Street
Sun Valley, CA 91352-2126
(818) 768-1802 www.theodorepayne.org

California Native Plant Society
1722 J Street, Suite 17
Sacramento, CA 95814-3033
(916) 447-2677 www.cnps.org

The California Oak Foundation
1212 Broadway, Suite 810
Oakland, CA 94612-1810
(510) 763-0282
www.californiaoaks.org

Arboretums and Botanic Gardens
Los Angeles County Arboreta and Botanic Gardens
301 N. Baldwin Ave.
Arcadia, CA 91007-2697
(626) 821-3222 www.arboretum.org

Los Angeles County South Coast Botanic Garden
26300 Crenshaw Blvd.
Palos Verdes Peninsula, CA 90274-2515
(310) 544-6815
www.southcoastbotanicgarden.org

Los Angeles County Descanso Gardens
1418 Descanso Drive
La Canada-Flintridge, CA 91011-3102
(818) 949-4200
www.descansogardens.org

Rancho Santa Ana Botanic Garden
1500 North College
Claremont, CA 91711-3157
(909) 625-8767
www.rsabg.org

The Lummis Home
200 E. Avenue 43
Los Angeles, CA 90031-1304
(213) 222-0546

Malibu Forestry Unit

942 N. Las Virgenes Road
Calabasas, CA 91302-2137
(818) 222-1108

San Dimas Forestry Unit

1910 N. Sycamore Canyon Road
San Dimas, CA 91773-1220
(909) 599-4615

Saugus Forestry Unit

28760 N. Bouquet Canyon Road
Saugus, CA 91390-1220
(661) 296-8558

Vegetation Management Unit

12605 Osborne Street
Pacoima, CA 91331-2129
(818) 890-5720

Publications

Compatible Plants Under and Around Oaks. Bruce W. Hagen... [et al]. The California Oak Foundation. 2000.

Growing California Native Plants. Marjorie G. Schmidt, Univ. California Press. 1981.

Illustrated Guide to the Oaks of the Southern Californian Floristic Province. Fred M. Roberts. FM Roberts Publications. 1996.

Living Among the Oaks: A Management Guide for Landowners. University of California Integrated Range Management Program. 1995

Oaks of California. Bruce M. Pavlik...[et al]. Cachuma Press & the California Oak Foundation. 1995.

Proceedings of the Fifth Symposium on Oak Woodlands: Oaks in California's Changing Landscape.

GTR PSW-GTR-184. Forest Service, U.S. Department of Agriculture. 2001.

Available from the University of California Integrated Hardwood Range Management Program.

Regenerating Rangeland Oaks in California. University of California Integrated Range Management Program. 2001

Brush Clearance Unit

605 N. Angeleno Avenue
Azusa, CA 91702-2904
(626) 969-2375

Camp 17

6555 Stephens Ranch Road
La Verne, CA 91750-1144
(909) 593-7147

Environmental Review Unit

12605 Osborne Street
Pacoima, CA 91331-2129
(818) 890-5719

Fire Plan/Interpretive Unit

12605 Osborne Street
Pacoima, CA 91331-2129
(818) 890-5783

Fuel Modification Unit

605 N. Angeleno Avenue
Azusa, CA 91702-2904
(626) 969-5205

Henninger Flats Forestry Unit

2260 Pinecrest Drive
Altadena, CA 91001-2123
(626) 794-0675

Lake Hughes Forestry Unit

42150 N. Lake Hughes Road
Lake Hughes, CA 93532-9706
(661) 724-1810

ENVIRONMENTAL REVIEW: HOW TO SELECT AN OAK TREE PERMIT APPLICATION

AN OAK TREE PERMIT IS REQUIRED FOR

A. For any activity that may result in an impact to the oak resource. Impacts include cutting, destroying, removing, relocating, inflicting damage or encroaching into the protected zone of any tree of the oak genus that is twenty-five inches (25") or more in circumference or eight (8") inches in diameter as measured four and one-half feet (4½') above mean natural grade, or in the case of multi trunks whose combined circumference of any two (2) trunks is at least twelve inches (12") in diameter.

B. For any activity that may impact any oak tree, regardless of size, which was provided as a replacement tree pursuant to the Los Angeles County Oak Tree Ordinance.

There are a few exemptions to the Oak Tree Permit process. Routine maintenance and pruning of an oak tree required to protect life and property while maintaining tree health is allowed and an Emergency Oak Tree Permit may be issued under certain situations. Live limbs up to two inches (2") in diameter may be pruned and dead limbs removed. Removal of limbs within ten feet (10') of a chimney is allowed to maintain fire clearances. An Emergency Oak Tree Permit may be issued upon inspection and approval of a county forester when a tree poses an immediate threat to life or property. Proper filing procedures will be discussed during your appointment with the county zoning and permit counselor.

APPLICATION PROCEDURE

Your first step is to contact the Department of Regional Planning's Land Development Coordinating Center to obtain the form for an oak tree permit. Their phone number is (213) 974-6411. A zoning and permit counselor is available between the hours of 7:30 a.m. and 6:00 p.m. Monday-Thursday in Room 1360 in the Hall of Records, 320 West Temple Street, Los Angeles, CA 90012. There, you can discuss your plans and obtain pertinent facts about land use, zoning, and permits, that may affect your property and oak resource. You also may call the Environmental Review Unit of the County of Los Angeles Fire Department's Forestry Division, for an assessment of your projects potential impact to the oak resource or emergency request. Their phone number is (818) 890-5719, Monday-Friday, 7:30 a.m. to 5:00 p.m.

APPLICATION PROCESSING

When you have completed the application forms and assembled all of the required materials including an oak tree report prepared by an approved expert, you should call for an appointment to file your application. A planner will review the materials to insure that all necessary items are submitted and the necessary fees paid. When the filing has been deemed complete, you may be set for public hearing before a Hearing Officer or the Regional Planning Commission depending on the circumstances of your case. A combined hearing will be held by the Regional Planning Commission or Hearing

Officer for an Oak Tree Permit filed concurrently with other types of applications on the same property.

Before the public hearing, your Oak Tree Permit Application and Oak Tree Report, if required by the Director, will be reviewed by foresters of the County of Los Angeles Fire Department. They shall review the report for accuracy and make physical inspections of the project site. Such inspections shall determine the health of all oak trees and other factors as may be needed to complete their review. A copy of the forester's comments on the report will be submitted in writing to the Director or Commission within fifteen (15) days of receipt of the application from the Director. The foresters may at their option suggest mitigating conditions for use by the Hearing Officer, Director, or Commission. There are additional fees for the review, field inspection, and field monitoring for use of the permit. The fees are paid directly to the County of Los Angeles Fire Department and are based on the number of oaks involved and complexity of the project.

Notices of public hearing are sent to the applicant and surrounding property owners advising them of your application and the time and place of the public hearing. A legal advertisement is also placed in a local newspaper. A staff report is prepared containing an analysis of the impact and preliminary recommendations. This report is available for public review the day of the public hearing. Either a Hearing Officer or on more complex / controversial cases the Regional Planning Commission, will hear the Oak Tree Permit request

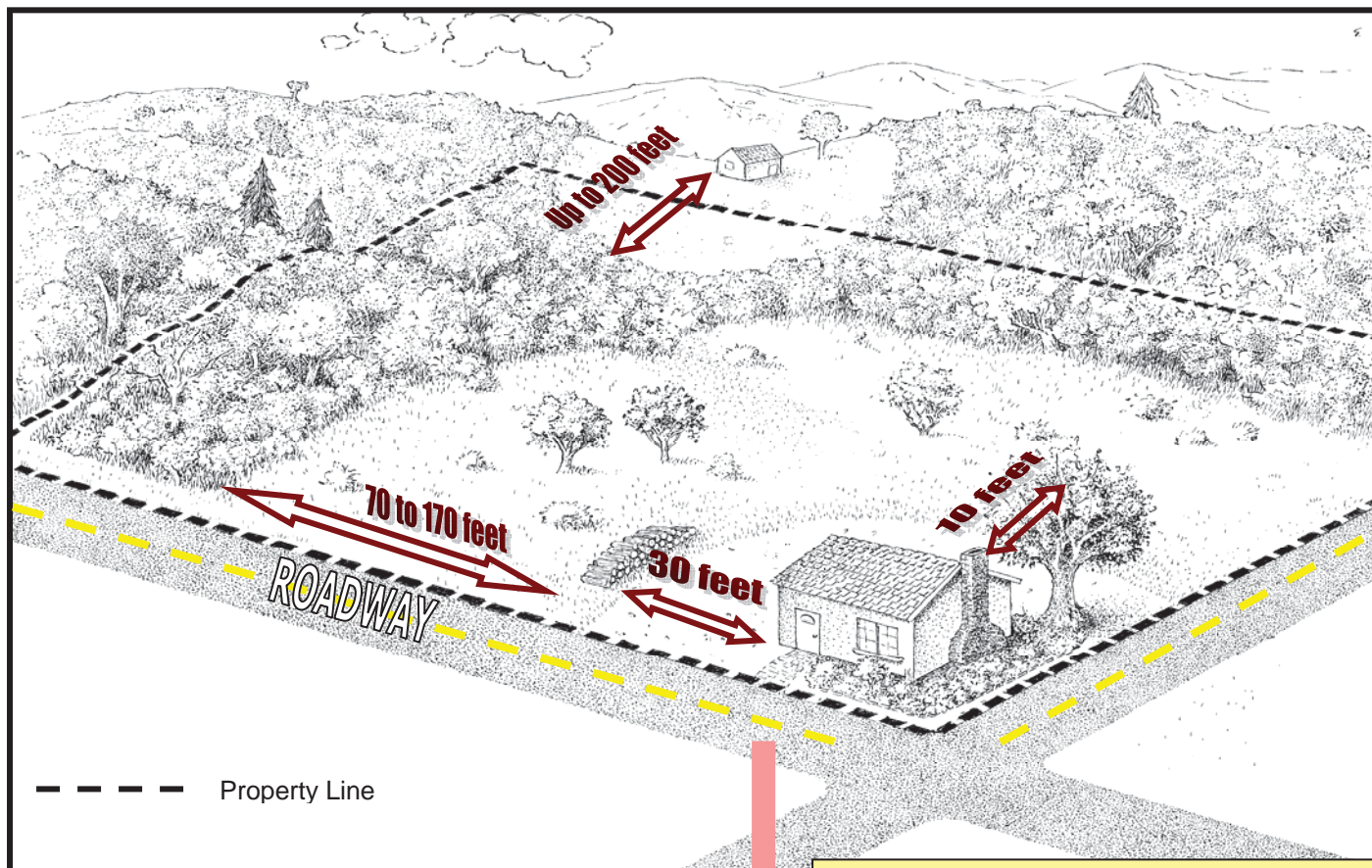
PUBLIC HEARING

When concurrent consideration for other required permits (ie. zone changes, land divisions, variances) requiring a public notice and a public hearing exists, the Oak Tree Permit shall be considered in the same public notice and public hearing. When no concurrent consideration is noted by the Hearing Officer, the Director shall conduct a public hearing subject to the public notice of an Oak Tree Permit filing. The public hearing will be within thirty to forty-five (30 to 45) days of the public notice. The public notice of an Oak Tree Permit filing shall be published once in a newspaper of general circulation within the County of Los Angeles and available in the community in which the Oak Tree Permit is proposed.

The applicant or his representative should attend the public hearing and be available to present and explain the request. You may bring all materials and other people you feel are necessary to assist you in presenting your request. Owners of adjacent property and other interested persons will also be allowed to testify. However, neither a public notice nor public hearing, is required when removal or relocation of only one tree is proposed in conjunction with a single-family residence listed as a permitted use in the zone.

EXHIBIT B-11

Weed and Brush Clearance Requirements



**County of Los Angeles
Department of Agricultural
Commissioner/Weights
and Measures**

**Weed and Brush
CLEARANCE REQUIREMENTS**

IMPORTANT! Clearance requirements apply to your property even if the structure being protected is not on your property!

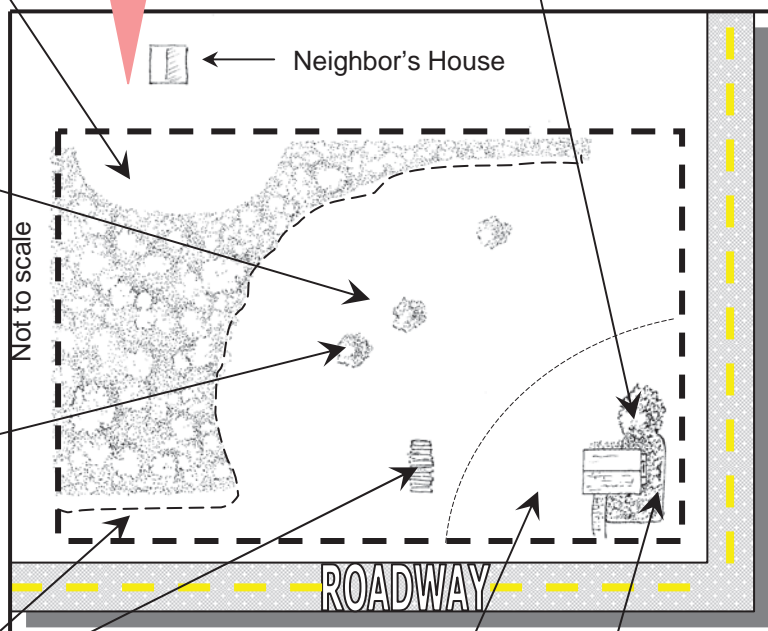
Okay to have ornamental plants and trees if individually planted, spaced and maintained so they do not form a means of transmitting fire from native growth to the structure. No portion of a tree may extend within 10 feet of the outlet of a chimney and it must be free of dead wood. (County Code sec. 325.2.1 EXCEPTIONS (1))

IMPORTANT! Thinning or removal of vegetation an additional 70 to 130 feet (100 to 200 feet total) from structures may be required! Please contact your Zone Inspector! (626) 575-5484 <http://acwm.lacounty.gov> Grass and other vegetation located more than 30 feet from structures and less than 18 inches in height may be maintained where necessary to stabilize soil and prevent erosion. (County Code sec. 325.2.1 EXCEPTIONS (3))

Space trees and shrubs a minimum of 15 feet or three times their diameter from other shrubs. Trees should be spaced to allow a minimum of 30 feet between canopies at maturity. For trees taller than 18 feet, prune lower branches within 6 feet of the ground. For trees and shrubs less than 18 feet, prune lower branches to 1/3 of their height. Choose landscaping plants that are fire resistant and maintain all plants regularly removing dead branches, leaves, etc. (Go to <http://fire.lacounty.gov/FromChief.asp> and scroll down the page and click on the link on the left entitled "Ready! Set! Go! Wildfire Action Plan".)

Roadway clearance, minimum of 10 feet clearance for all flammable vegetation or other combustible growth. (County Code sec. 325.10)

Firewood, manure, compost or other combustible materials must be placed or stored a minimum of 30 feet from any building or structure. (County Code sec. 325.2.1 (1))



Remove/clear away all flammable vegetation or combustible growth for a distance of not less than 30 feet from any structure. This includes ornamental plants known to be flammable. (County Code sec. 325.2.1 (2))
NATIVE PLANTS CAN BE FLAMMABLE EVEN IF GREEN!

Okay to have cultivated ground cover provided they are maintained in a condition that does not form a means of transmitting fire from native growth to the structure. (County Code sec. 325.2.1 EXCEPTIONS (2))

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1

CRAFT: ## LANDSCAPE MAINTENANCE LABORER

(APPLIES ONLY TO ROUTINE LANDSCAPE MAINTENANCE WORK NOT NEW LANDSCAPE CONSTRUCTION)¹

DETERMINATION: SC-LML-2013-1

ISSUE DATE: August 22, 2013

EXPIRATION DATE OF DETERMINATION: September 30, 2013* Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Office of the Director – Research Unit at (415) 703-4774 for the new rates after 10 days from the expiration date, if no subsequent determination is issued.

LOCALITY:	Employer Payments						Straight-Time		Overtime
	Basic Hourly Rate	Health and Welfare	Pension	Vacation	Holiday	Training	Hours	Total Hourly Rate	1 1/2X
Imperial	\$8.00	-	-	^a 0.115	0.17	-	8	^b 8.285	^b 12.285
Inyo, Mono and San Bernardino	8.00	-	-	0.30	0.17	-	8	8.47	12.47
Kern	8.00	-	-	^c 0.16	0.17	-	8	^b 8.33	^b 12.33
	10.00	-	-	^d 0.27	0.46	-	8	^b 10.73	^b 15.73
Los Angeles	8.00	0.89	-	^e 0.115	0.14	-	8	^b 9.145	^b 13.145
Orange	8.00	-	-	^f 0.11	0.11	-	8	^b 8.22	^b 12.22
Riverside	8.00	-	-	^g 0.20	0.16	-	8	^b 8.36	^b 12.36
San Diego	8.00	-	-	0.22	0.115	-	8	8.335	12.335
	8.00	-	-	0.24	0.12	-	8	8.36	12.36
San Luis Obispo	8.00	-	-	^k 0.15	0.15	-	8	8.30	12.30
	8.00	-	-	^l 0.16	0.16	-	8	8.32	12.32
Santa Barbara	8.00	-	-	^h 0.12	0.12	-	8	^b 8.24	^b 12.24
	8.00	-	-	ⁱ 0.13	0.13	-	8	^b 8.26	^b 12.26
Ventura	8.00	-	-	0.115	0.16	-	8	8.275	12.275
	8.00	2.97	-	^j 0.19	0.26	-	8	^b 11.42	^b 15.42

Craft is not apprenticeable.

NOTE: If there are two rates, the first rate is for routine work, the second rate is for complex work.

^a \$0.22 after 3 years of service.

^f \$0.22 after 4 years of service.

^b Computation is based on the first years of employment. This rate should be increased by any applicable vacation increase as stated in other footnotes.

^g \$0.40 after 3 years of service.

^h \$0.23 after 2 years of service.

ⁱ \$0.27 after 2 years of service.

^c \$0.31 after 2 years of service.

^j \$0.38 after 3 years of service.

^d \$0.54 after 2 years of service; \$0.81 after 3 years of service.

^k \$0.29 after 2 years of service.

^e \$0.24 after 3 years of service; \$0.37 after 7 years of service.

^l \$0.31 after 2 years of service.

¹ This determination does not apply to work of a landscape laborer employed on landscape construction (work incidental to construction or post-construction maintenance during the plant installation and establishment period). The following is a description of the landscape work cover under this determination:

ROUTINE – mowing, watering, pruning, trimming, weeding, spraying, occasional planting and replacement of plants and janitorial work incidental to such landscape maintenance.

COMPLEX – servicing of irrigation and sprinkler systems, repairing of equipment use in such landscape maintenance.

RECOGNIZED HOLIDAYS: Holidays upon which the general prevailing hourly wage rate for Holiday work shall be paid, shall be all holidays in the collective bargaining agreement, applicable to the particular craft, classification, or type of worker employed on the project, which is on file with the Director of Industrial Relations. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code. You may obtain the holiday provisions for the current determinations on the Internet at <http://www.dir.ca.gov/OPRL/PWD>. Holiday provisions for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE PAYMENT: In accordance with Labor Code Sections 1773.1 and 1773.9, contractors shall make travel and/or subsistence payments to each worker to execute the work. You may obtain the travel and/or subsistence provisions for the current determinations on the Internet at <http://www.dir.ca.gov/OPRL/PWD>. Travel and/or subsistence requirements for current or superseded determinations may be obtained by contacting the Office of the Director – Research Unit at (415) 703-4774.

EXHIBIT 8**PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

Conejo Crest Landscape, Inc.

Proposer's Name

16435 Hart Street, Van Nuys CA 91406

Business Address

01-0829343

Internal Revenue Service Employer Identification Number

GENERAL

In accordance with *Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000e through 2000e-17, Section 504 of the Rehabilitation Act of 1975, the Food Stamp Act of 1977, the Welfare and Institutions Code Section 1000, Americans with Disability Act of 1990, California Department of Social Services Manual of Policies and Procedures Division 21, the Contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, creed, color, national origin, political affiliation, marital status, age, disability, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.*

PROPOSER'S CERTIFICATION**Check One**

1. The Proposer has a written policy statement prohibiting discrimination in all phases of employment. ☒ Yes [] No
2. The Proposer periodically conducts a self analysis or utilization analysis of its work force. ☒ Yes [] No
3. The Proposer has a system for determining if its employment practices are discriminatory against protected groups. ☒ Yes [] No
4. Where problem areas are identified in employment practices, the Proposer has a system for taking reasonable corrective action which includes the establishment of goals and timetables. ☒ Yes [] No

Name (please print or type) David L. MelitoTitle of Signer (please print or type) Operations Manager

Signature

Date 3/20/2014

Page _____ of _____

Form A-1-131 (New 2-80)

S = STRAIGHT TIME	*OTHER – Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet(s) if necessary
O = OVERTIME	

CERTIFICATION MUST be completed (See reverse side)

NOTICE TO PUBLIC ENTITY

For Privacy Considerations

Fold back along dotted line prior to copying for release to general public (private persons).

(Paper Size then 8-1/2 x 11 inches)

I, _____, the undersigned, am the
(Name – print)

_____ with the authority to act for and on behalf of
(Position in business)

_____, certify under penalty of perjury
(Name of business and/or contractor)

that the records or copies thereof submitted and consisting of _____
(Description, number of pages)

are the originals or true, full, and correct copies of the originals which depict the payroll record(s)
of the actual disbursements by way of cash, check, or whatever form to the individual or
individuals named.

Date: _____ Signature: _____

A public entity may require a stricter and/or more extensive form of certification.

Quality Control Plan

All aspects of landscape maintenance and irrigation are monitored to ensure compliance with the Contract as stated in the Statement of Work, Exhibit B. The quality control plan which will be implemented by our company will include an annual maintenance task schedule. The items on the task schedule will be reviewed by the Area Field Supervisor who will review it with the Foreman and Gardeners on site. The Area Field Supervisor will be assigned to inspect the properties a minimum of two (2) times per week. A landscape job-walk will be scheduled one (1) time each month to develop a landscape punch list for our crews.

A written landscape punch list report will document all monitoring results. A copy of this punch list report will be mailed to the contract monitor and will also be given to our Field Supervisor and Foreman so our crews can address and implement the punch list items into their daily work routine. The Field Supervisor and Foreman will inspect these punch list items to ensure the work was completed and done properly.

Lorenzo Gomez, Area Field Supervisor, will be responsible for the overall management of the landscape maintenance operations. Mr. Gomez has extensive landscape field experience and has been employed with our company for over 26 years. A landscape maintenance foreman will also be assigned to oversee and supervise the day to day landscape maintenance work of our crews.

Veronica Avila, Customer Service Manager, receives and manages all our service calls from our clients. A work order is written and distributed to our Field Operations Manager, Field Supervisor and Foreman. Once the work has been completed by our crews, our Field Supervisor inspects the work to make sure it was completed properly and in a professional manner. Our Customer Service Manager follows up with our clients to inform them that the work they requested has been completed and to make sure they are satisfied with the job performed.

Inspection records will include our written monthly landscape punch list reports which will be provided to the County Monitor. These records will be kept at our office for review should other County personnel wish to review.

Please see the attached sample forms that are used in our frequent monitoring.

- o Irrigation Repair work Log
- o Field Deficiency Report
- o Authorization for Work
- o Task Schedule (Sample)
- o Inspection Sheets (Sample)

Any claims for damage to personal or Los Angeles County Parks property will be handled by our Customer Service Manager, Veronica Avila. Ms. Avila will gather the information from the claimant and work directly with our Field Superintendent and Field Supervisor to resolve the situation. Should a conflict of interest situation occur at any time, David Melito, Operations Manager will be immediately notified to investigate and handle the situation.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2012)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note. You are encouraged to notify each employee whose wages for 2012 are less than \$50,270 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following:

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give Form W-2 and do so on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must

notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2013.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice from IRS.gov or by calling 1-800-829-3676.

How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

Eligible employees claim the EIC on their 2012 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2012 and owes no tax but is eligible for a credit of \$800, he or she must file a 2012 tax return to get the \$800 refund.

Title 2 Administration
Chapter 2.203 Contractor Employee Jury Service

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.

B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.

C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:

1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or

2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or

3. A purchase made through a state or federal contract; or

4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or

5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or

6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or

7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or

Title 2 Administration
Chapter 2.203 Contractor Employee Jury Service

8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:

1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or

2. The contractor has a long-standing practice that defines the lesser number of hours as full time.

E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 Administration
Chapter 2.203 Contractor Employee Jury Service

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

2.203.070 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.

B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:

1. Has ten or fewer employees during the contract period; and,
2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

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Safely Surrender Baby Law

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

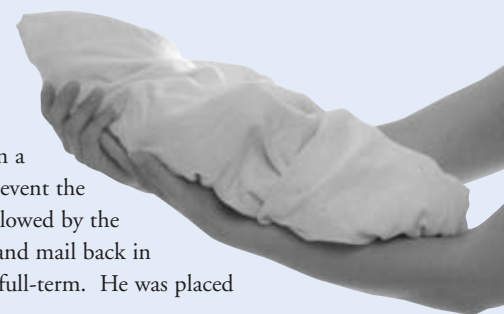
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaletes y el padre/madre o el adulto que lo entregue recibirá un brazaletes igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazaletes con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles.

(Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in [Chapter 2.02](#) shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
- B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
- C. "Employer" means:
 - 1. An individual or entity who has a contract with the county:
 - a. For services which is required to be more economical or feasible under [Section 44.7](#) of the Charter of the county of Los Angeles, and is not listed as an excluded contract in [Section 2.121.250 B](#) of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or
 - b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and
 - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
 - 2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.
- D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief executive officer, but in no event less than 35 hours worked per week.
- E. "Proposition A contract" means a contract governed by [Title 2, Section 2.121.250](#) et seq. of this code, entitled Contracting with Private Business.

(Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION

Chapter 2.201 LIVING WAGE PROGRAM

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter. [\[16\]](#) It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.040 Payment of living wage.

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate.

(Ord. 2007-0011 § 3, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

- A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
- B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
- C. Administration. The Chief Executive Officer and the internal services department shall be responsible for the administration of this chapter. The Chief Executive Officer and the internal services department may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The Chief Executive Officer in conjunction with the internal services department shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the

Title 2 ADMINISTRATION

Chapter 2.201 LIVING WAGE PROGRAM

enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the Chief Executive Officer in conjunction with the internal services department. The internal services department in conjunction with the Chief Executive Officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage.

(Ord. 2011-0066 § 3, 2011: Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief executive officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract.

(Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
- B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
- C. A subsequent employer is not required to hire a retention employee who:
1. Has been convicted of a crime related to the job or his or her job performance; or
 2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees.

(Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief executive officer:
 - 1. Assess liquidated damages as provided in the contract; and/or
 - 2. Recommend to the board of supervisors the termination of the contract; and/or
 - 3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with [Section 2.202.040](#) of this code.

(Ord. 2007-0011 § 4, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
- B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
- D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
 - 1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
 - 2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
 - 3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
 - 4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

(Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

(Ord. 99-0048 § 1 (part), 1999.)

FOOTNOTE(S):

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Editor's note— Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999. ([Back](#))



COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports) Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		Address: (Street, City, State, Zip)	
(2) Payroll No.:		(3) Work Location:	(4) From payroll period: ____/____/____ to payroll period: ____/____/____
(6) Department Name:		(7) Contract Service Description:	
(9) Contractor Health Plan Name(s):		(8) Contract Name & Number:	
(10) Contractor Health Plan ID Number(s):			

(11) Employee Name, Address & Last 4 digits of SS#		(12) Work Classification		(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate (14x17)	(18) Gross Amount Paid (14x18)	(19) Aggregate \$ Health Benefits Paid (16+18)	
1															
2															
3															
4															
5															
Total		Grand Total		Total		Total		Total		Total		Total		Total	
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.		Print Authorized Name:		(All Pages)		Grand Total		Total		Total		Total		Total	

Authorized Signature:		Date: ____/____/____		Title:		Telephone Number (include area code)		Page: ____ of ____	
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**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____;
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____

(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title

Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.



COUNTY OF LOS ANGELES NOTICE TO EMPLOYEES COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

This employer is a contractor with the County of Los Angeles. This contract is subject to the Living Wage Ordinance (LWO) established by the Board of Supervisors (Los Angeles County Code Chapter 2.201). If you are a full-time employee and perform any service to the County under this contract, you must be paid a "living wage" for the hours you work on the County contract.

THESE ARE YOUR RIGHTS. . .

Living Wage

If you are a full-time employee, you must be paid no less than either of the two Living Wage rates listed below:

1. You must be paid not less than the living wage rate of \$9.64 per hour and your employer must pay at least \$2.20 per hour toward health benefits for you and your dependents, **OR**
2. You must be paid not less than the living wage rate of \$11.84 per hour:
 - a. The \$11.84 per hour rate must be paid to you if your employer does not provide you with health benefits, **or** if your employer pays less than \$2.20 per hour towards your health benefits.
 - b. The \$11.84 per hour rate includes \$2.20 per hour to enable you to purchase health benefits on your own, if you so choose. If you need help finding a health plan, your employer may be able to assist you.

Retaliation

You cannot be transferred, demoted or terminated because you reported violations of the Living Wage Program. All acts of retaliation can be reported to Internal Services Department by calling the Living Wage Hotline.

Worker Retention

If the County of Los Angeles terminates its contract with your current employer before the contract's expiration date and enters into a new contract with another contractor for the same service, you may be eligible to continue working as an employee of the new contractor for a period not less than 90 days following the start of the new contract.

Federal Earned Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive an annual monetary amount established by the IRS if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 829-3676.

If you believe your rights have been violated, you should immediately contact the following:

PARKS AND RECREATION

County Department Administering this Contract

(626) 821-4600

County Department Phone Number

OR

Internal Services Department
Countywide Contract Compliance Section
Living Wage Hotline
(888) 550-WAGE OR (888) 550-9243



CONDADO DE LOS ANGELES

AVISO A LOS EMPLEADOS SOBRE LA ORDENANZA DE SALARIO DIGNO DEL CONDADO DE LOS ANGELES

Este empleador es un contratista del Condado de Los Angeles. Este contrato está sujeto a la Ordenanza de Salario Digno (LWO) establecido por la Junta de Supervisores (Código del Condado de Los Angeles, Capítulo 2.201). Si usted es un empleado de jornada completa y presta algún servicio para el Condado conforme a este contrato, se le debe pagar el “salario digno”, por las horas que trabaja bajo contrato con el Condado.

ESTOS SON SUS DERECHOS...

El Salario Digno

Si usted es un empleado de jornada completa, se le debe pagar no menos de cualquiera de los dos Salarios Dignos identificados:

1. Se le debe pagar no menos del salario digno de \$9.64 por hora, y su empleador debe pagar al menos \$2.20 por hora en beneficios médicos para usted y sus dependientes, O
2. Se le debe pagar no menos del salario digno de \$11.84 por hora:
 - a. Se le debe pagar un salario digno de \$11.84 por hora si su empleador no provee beneficios médicos, o si su empleador paga menos de \$2.20 por hora por sus beneficios médicos.
 - b. El salario digno de \$11.84 por hora incluye los \$2.20 por hora que le permite a usted adquirir beneficios médicos por su cuenta, si así lo dispone. Si necesita ayuda para encontrar un plan de salud, su empleador podría asistirle.

Represalias

Es prohibido que se le transfiera, se le asigne a un puesto inferior o se le despidan por denunciar infracciones con la Ordenanza de Salario Digno. Todo acto de represalia se puede reportar al Internal Services Department a la línea telefónica designada para asuntos del salario digno.

Continuidad en el Empleo

Si el Condado de Los Angeles termina el contrato con su actual empleador antes de la fecha de caducidad del mismo y contrata a otra empresa para el mismo servicio, usted posiblemente tendrá el derecho a trabajar con el nuevo contratista, como mínimo durante los primeros 90 días del nuevo contrato.

Crédito Federal Impositivo sobre Ingresos Salariales

Usted puede solicitar el Crédito Federal Impositivo sobre Ingresos Salariales y recibir una compensación monetaria establecida por el Servicio de Impuestos Internos (IRS) al año si reúne los requisitos para calificar. Para recibir el formulario, comuníquese con su empleador o al IRS al número gratuito (800) 829-3676.

Si usted cree que sus derechos sobre la Ordenanza de Salario Digno han sido violados, favor de llamar a los siguientes teléfonos de inmediato:

PARKS AND RECREATION

Nombre del Departamento del Condado que administra este contrato

(626) 821-4600

Número de teléfono de dicho departamento

O

Internal Services Department
Countywide Contracta Compílanse Sección
Línea Directa para Quejas sobre el Salario Digno:
(888) 550-WAGE o (888) 550-9243

Revised: January 2012

CONTRACTOR CONFIDENTIALITY CERTIFICATIONCONTRACTOR NAME Conejo Crest Landscape, Inc.

Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE:  DATE: 8 / 18 / 14PRINTED NAME: DAVID MELITOPOSITION: OPERATIONS MANAGER

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.010 Findings and Declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a contract or agreement with the County.
- B. "County" shall mean the county of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax obligation dispute pending before the Assessment Appeals Board.
- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required Solicitation and Contract Language.

All solicitations and all new, renewed, extended, and/or amended contracts shall contain language which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing contract, and failure to cure the breach within 10 days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel, issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new contract, or renewal, extension or amendment of an existing contract with the County, that it is in compliance with this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement. (Ord. No. 2009-0026 § 1 (part), 2009.)

Title 2 ADMINISTRATION
Chapter 2.206 DEFAULTED PROPERTY TAX REDUCTION PROGRAM

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following contracts:
1. Chief Executive Office delegated authority agreements under \$50,000;
 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor;
 3. A purchase made through a state or federal contract;
 4. A contract where state or federal monies are used to fund service related programs, including but not limited to voucher programs, foster care, or other social programs that provide immediate direct assistance;
 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement.
 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process.
 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 8. National contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles Purchasing Policy and Procedures Manual, section P-3700 or a successor provision;
 10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, section 4.6.0 or a successor provision;
 11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section P-2810 or a successor provision;
 12. A non-agreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, section A-0300 or a successor provision; or

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13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual section P-0900 or a successor provision;
 14. Other contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and Remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the contract may do one or more of the following:
 1. Recommend to the Board of Supervisors the termination of the contract; and/or,
 2. Pursuant to chapter 2.202, seek the debarment of the contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)



EXHIBIT 14

**COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION**

CERTIFICATION OF COMPLIANCE

GREEN INITIATIVES

I, David L. Melito, as the Operations Manager
Name (please print or type) Title
of Conejo Crest Landscape, Inc. providing services at
Name of company
Stevenson Ranch Area Zone 1, 25, and 66
County facility (ies)

I, hereby certify that our Company shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Our Company shall purchase, store, and use environmentally and human friendly products that are compatible with products used by the County of Los Angeles.

 3/20/2014
Signed Dated

ORDINANCE NO. _____

An ordinance amending Title – 17 Parks, Beaches and Other Public Places, to prohibit smoking in parks.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 17.04.035 is hereby added to read as follows:

17.04.035 Contract-operated facilities.

"Contract-operated facilities" means parks, which are operated, controlled, or maintained, in whole or in part, pursuant to an agreement with a lessee, concessionaire, operator, contractor, or vendor, for the purpose of providing recreational services to the public.

SECTION 2. Section 17.04.185 is hereby added to read as follows:

17.04.185 Smoking.

"Smoke" or "smoking" shall have the meaning as set forth in Section 11.64.020(B) of this code.

SECTION 3. Section 17.04.645 is hereby added to read as follows:

17.04.645 Smoking Prohibited.

Smoking shall be prohibited at all parks, except:

1. Smoking shall be permitted by actors who are acting during a permitted production or by models during a permitted photography session, unless otherwise determined by the Director, in consultation with the applicable Fire Official; and

2. Smoking shall be permitted within contract-operated facilities, in designated areas, at the discretion of the Director, in consultation with the operators of said facilities.

[1704035CSCC]